

Department Environment and Biodiversity

Laboratory Unit:	Molecular Botany
Rooms:	D-1.016, D-1.025, D-1.026, D-1.028, D-1.031, D-1.034, D-1.035, D-1.036, D-1.064, E-1.016, D-E.026
Responsible:	Matthias Affenzeller
Co-Responsible	Anja Hörger
Technician responsible for this area:	Matthias Affenzeller
Consultation prior to work:	Matthias Affenzeller or Andreas Tribsch
Latest update:	September 2023

Local Safety Rules for Molecular Labs (Botany)

- Matthias Affenzeller is responsible for the laboratory safety. He or Andreas Tribsch must be consulted before access to this laboratory and any work commences
- The lab rooms are equipped with gas or other hazardous chemicals, please adhere to the signs at the door.

General notes:

- **Reading and signing** the University guidelines to lab safety (<https://www.plus.ac.at/wp-content/uploads/2021/02/MBLaborordnung.pdf>) **IS MANDATORY before working in the lab!**
- Users must be familiar with the concept of contamination.
- The correct protective clothing **must always** be worn (i.e. lab coat, goggles, gloves, rubber apron etc.).
- Eating, drinking, smoking and application of cosmetics is forbidden in all lab areas.
- Chemicals must be handled according to the instructions on the data sheet or by the lab managers. All chemicals must be labelled unambiguously (chemical name, concentration, date of preparation, name of user) and stored according to the instructions on the data sheet.
- Alone work is permitted provided training has taken place and relevant documents are filed correctly.
- No persons are allowed to perform chemical procedures before 8:00 and after 17:00 weekdays or during periods of holidays and weekends when laboratory technicians are absent.
- For laboratory work (not measurements) running overnight and over the weekend, an up to date permit must be put on the outside door. Permits must be completed by researcher and supervisor filed with the FB administration (Silja Parke).
- All waste (also liquids), which has been in touch with material relevant to the S1-rules has to be collected in designated autoclavable bags or containers. Autoclaved waste is disposed of in the corresponding bin situated in room D-1.028.
- If you are working with GMOs (Bacteria, Plasmids), keep records (what kind of bacterial strain, volume of GMO used in experiment) in the lab book.

The rooms of the lab unit:

- 1st floor:
- D-1.034: **DNA-Labor 1:** Pre-PCR lab;
- D-1.028: **DNA-Labor 2: (S1)** Post-PCR lab;
- D-1.035: **Elektrophorese: (S1)**
- D-1.064: **Lagerraum:** Storage room
- D-1.016: **'Dunkelkammer': (S1)** Freezers, fridges, ice machine and similar
- D-1.031: **Anatomisch-Morphologisches Labor;** fume hood and molecular biology work; Microscopy

- Ground Floor:
- D-E.026: **DNA-Labor 3:** Our MEGABACE Sequencer and a flow bench are in this room.

- The following rooms are also used by the laboratory:
- D-1.025: **Spül- und Trockenraum:** dishwasher and autoclave
- D-1.026: **Aufschlusslabor: (S1)**
- D-1.036: **Chemikalienraum:** Storage room for majority of chemicals
- D-1.026: **Aufschlusslabor:** Use of hoods for certain chemicals responsibility of room: N.N.)

Specific lab rules:

- The use of the lab is **only allowed after approval** by the responsible persons (Matthias Affenzeller, Andreas Tribsch). To keep the lab going smoothly, we have to be informed at least **two month before project start**. For larger projects funded by agencies, the lab management must be asked before project submission. We ask the lab users regularly to provide a short project report, an overview of activities planned in the lab and a rough budget. If you have any questions regarding security and good practice in the lab, ask!

- ALL lab users (students and researchers) have to be introduced by one of the lab managers (Andreas Tribsch or Matthias Affenzeller) to the lab guidelines and security aspects of the lab BEFORE project start. It is NOT ALLOWED to work in the lab without being instructed by the scientific and technical lab managers. If you work there without permission, we have to stop your project. If you have any questions regarding security and good practice in the lab, ask!

- Lab instruments (centrifuges, PCR-machines, pH-meter, heating blocks) and equipment should never be used without having been instructed by an experienced user or the lab managers. Manuals from all machines are available in the labs.

- All users of the lab have to work together to maintain a high quality and clean working environment. Help each other, especially less experienced users and be aware that YOU ARE NOT ALONE IN THE LAB.

- Mark your samples, PCRs, etc. with a name also in fridges and freezers. Unlabelled things will be thrown away from time to time!
- All users MUST **CLEAN** the bench, fill emptied tip boxes, and wash glassware IMMEDIATELY AFTER USE. **Wash benches with Deconex (5%), rinse with water and wipe benches with 70% Ethanol.**
- ALWAYS work with toxic VOLATILE CHEMICALS (e.g., chloroform, mercaptoethanol) in the FUME HOODS in room D-1.028.

Emergency



Building manager: ext 6821

Fire: 0 – 122

Ambulance: 0 – 144

Info Poisoning Treatment: 01- 406 43 43

User:

I confirm that I have read and understood the above Local Safety Rules

Date _____

Signature _____

Laboratory Responsible:

I confirm that above named person was trained on the basis of the Local Safety Rules.

Date _____

Signature _____