

Safety Instructions

Core Facility LISA⁺

I hereby confirm that I have received an instruction for using the laboratories of LISA⁺.

I have read and understood the following information and the laboratory regulations.

The safety instructions include the following aspects:

➤ **Protective clothing**

Suitable protective clothing has to be worn at all times when working in the laboratories.

For the cleanroom, this includes cleanroom shoes, a bonnet and a laboratory coat.

Furthermore, protective goggles and suitable protective gloves must be worn at all times when working with wet chemistry.

For the handling of hazardous substances additional safety measures apply.

➤ **Handling of chemicals**

The appropriate handling of chemicals was pointed out.

This includes the transport, decanting as well as the disposal of chemicals.

A correct separate disposal of different types of chemicals must be strictly complied with.

Before introducing or handling new chemicals, the correspondent safety data sheet has to be consulted (folder in the cleanroom or online, e.g. www.dguv.de/ifa/stoffdatenbank or www.sigmaaldrich.com).

➤ **Emergency measures**

The existing emergency measures were discussed.

This includes the location of fire extinguishers, fire blankets and first aid boxes, telephones, immediate aid remedies and safety showers / eye showers.

➤ **Clean working**

When working in the laboratories, attention must be paid to both the own safety and the safety of others. This includes not leaving any hazardous chemicals, samples or equipment unattended, and marking all chemicals and samples with clearly identifiable labels (name, date, contents).

When using hazardous substances (e.g. HF, AF, concentrated acids), any other persons in the room have to be notified.

New chemicals and materials can be stored in the cleanroom only after prior consultation and agreement.

Samples and individually bottled chemicals have to be labelled completely with the name, date and contents.

All experimental setups and materials must be handled with care.

The workplace must be fully tidied up after work. Equipment, tools and accessories have to be returned to their storage place, and used glassware has to be cleaned and cleared away.

Any gas supplies etc. need to be turned off. If no other users are present, the lights have to be switched off and the entrance door has to be locked.

Eating, drinking, and smoking as well as bringing food is forbidden in the laboratories.

Extraneous material in the cleanroom should be reduced to a minimum (lab book, pen).

The use of machines needs to be recorded in the respective lists.

➤ **Danger sources**

The laboratories contain sources of danger in terms of high voltage, laser or x-ray sources, heavy equipment, heat sources and chemicals. The corresponding dangers have been pointed out.

An introduction to previously unused equipment is always carried out by experienced personnel. Without prior authorization no equipment may be operated.

The exchange of gas bottles or the opening of electrical equipment may only be performed by qualified staff.

Exposed wires or defective cables must be reported immediately. Devices must never be switched on or rewired while in contact with aqueous solutions.

Any incidents, special occurrences and needs for repair or service must be reported immediately to the Instrument Scientists. Any malfunction has to be clearly indicated on the equipment to notify subsequent users.

➤ **Access to the cleanroom area and laboratories**

No guests or new users are allowed in the cleanroom area without prior agreement of the group leader. Each new person needs to sign the safety instruction document.

Date, Signature

Print Name

Safety instruction given by

Print Name