

**Tropical Research Station La Gamba
University of Vienna**

General Laboratory Rules

Please read the General Laboratory Rules and the Laboratory Safety Instructions carefully.

Most of the laboratory equipment is the property of the University of Vienna. So that others can also make use of this equipment, please follow the rules below:

- Before using the laboratory for the first time, make sure you attend an **introduction** by a member of staff.
- ALWAYS close the **laboratory door** – this keeps the room temperature constant.
- For safety reasons, keep the laboratory door locked when not in use. Always replace the key on the designated hook.
- The **air conditioning** is pre-programmed and runs automatically. If you wish to change the temperature in the room, contact La Gerencia. Do not use the remote control.
- If you wish to store data on the computer, create a new folder and label it with your full name. Don't forget to delete the folder when you leave.
- When you leave, make sure you take all your belongings and equipment with you, and tidy up anything else you have used. This helps us to keep the station clean.



Thank you

La Gerencia

**Tropical Research Station La Gamba
University of Vienna**

Laboratory Safety Instructions

All researchers, students, trainees and staff at the field station are responsible for their own safety and the state of the laboratory.

The University of Vienna provides basic laboratory equipment, including a water purification system, electronic balances, a centrifuge, a spectrophotometer, drying ovens, a horizontal shaker, a pH meter, a conductivity meter, an oxygen meter, vortexes, and pipettes. These instruments, and the laboratory, are used at your own risk. Users are liable for any damages that result from improper handling of the instruments, or carelessness in the laboratory.

Consumables and chemicals are provided by the laboratory user. Additionally, toxic waste, especially chemicals, must be disposed of properly by the user or taken back to the country of origin.

The following rules must be strictly followed in the laboratory:

1. Eating, drinking and smoking are strictly forbidden.
2. The use of open fires or flames is strictly forbidden.
3. For safety reasons, users must not work alone with toxic, corrosive or inflammable chemicals, or with instruments that might pose a health risk.
4. Be careful when handling dangerous chemicals:
 - + To indicate the different dangers posed by chemicals the following symbols are used: skull (highly toxic or toxic); St. Andrew's cross (slightly toxic or irritating); dripping reaction vials (corrosive); explosive (danger of explosion); flaming ring (oxidative, fire hazard); flame (highly inflammable or inflammable).



- + All laboratory users must inform themselves of the potential risks posed by their chemicals, instruments and procedures before starting their work. This includes taking note of the danger symbols, risk information, and safety instructions given on the original packaging.
- + Protective gloves (or latex/nitrile gloves) and a lab coat must be worn when handling toxic, corrosive or other potentially dangerous chemicals. After use, dispose of the gloves and wash hands carefully with soap.

Laboratory Safety Instructions

- + The use of protective goggles is mandatory when working with corrosive or toxic chemicals or with organic solvents. In case of accident, a first aid kit is located in the main building, and eye wash bottles in the laboratory above the sink.
 - + The use of toxic chemicals is restricted to the designated plastic trays and containers.
 - + Chemicals must be stored in the designated locked cabinet. The use and storage of highly inflammable chemicals (point of inflammation below 0°C) is strictly forbidden.
 - + NO chemicals or solutions thereof may be disposed of in the laboratory sink, since the research station does not have a waste treatment system suitable for chemical waste. Liquid chemical waste must be separated into four categories: mineral acids; organic solvents; heavy metals; and (if necessary) special chemical waste (e.g. toxic organic waste). Solid chemical waste must also be separated. All waste must be stored in suitable glass bottles (for acids, solvents etc.) or plastic bottles (for solid waste). These should preferably be the original chemical containers, labelled with their contents, concentration, name of producer and date. The disposal of chemicals in Costa Rica is very difficult, but especially so in the case of insufficiently-labelled containers.
 - + Aliquots of chemicals and solutions must be stored in adequate bottles (not in measuring bulbs or glasses) and labelled with the nature and concentration of the chemical, date, and name of producer. If larger aliquots of chemicals are stored in bottles, the correct symbols for health risk must also be given.
 - + Users are strictly forbidden from storing chemicals or solutions in bottles or packages that could be confused with food containers or drinking bottles.
5. Work benches and instruments (e.g. electronic balances and centrifuges) must be kept scrupulously clean. This means that at the end of an experiment, and at the end of the day, the lab benches must be wiped down with a clean wet cloth or moist paper towels. Instruments must be cleaned adequately and carefully according to the manufacturer's instructions (e.g. using moist paper towels, a soft brush, or no detergents). Glass and plastic equipment must be cleaned/ washed in the sink, rinsed with de-ionised water, dried, and put back in the respective cupboards.
 6. All scientific instruments are the property of the University of Vienna, and their use is permitted only after proper instruction by the staff of the Research Station La Gamba. If instrument malfunction occurs, or calibration or maintenance of the instruments is necessary, the station management should be informed immediately and an email containing the relevant information sent to checo@univie.ac.at.
 7. Accidents must be reported immediately to the station management, which will be responsible for first aid and the organisation of further medical care.

These Laboratory Safety Instructions were written by:

Prof. Dr. Wolfgang Wanek
Prof. Dr. Andreas Richter

Laboratory Safety Instructions

I hereby confirm that I have read the **Laboratory Safety Instructions** and the **General Laboratory Rules**, and that I am aware of my responsibilities while working in the laboratory.

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