

Safety Instructions for Short-Time Guests



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The Leibniz-Institut DSMZ-Deutsche Sammlung von Mikroorganismen und Zellkulturen GmbH is registered to work with naturally occurring organisms allocated to the Risk Groups 1 and 2 according to WHO¹ definition (L1 and L2 laboratories) and with genetically engineered microorganisms of class 1 and class 2 according to EU Council Directive 98/81/EC on the contained use of genetically modified microorganisms² (S1 and S2 laboratories).

Risk Group 1 (no or low individual and community risk): A microorganism that is unlikely to cause human or animal disease

Risk Group 2 (moderate individual risk, low community risk): A pathogen that can cause human or animal disease but is unlikely to be a serious hazard to laboratory workers, the community, livestock or the environment. Laboratory exposures may cause serious infection, but effective treatment and preventive measures are available and the risk of spread of infection is limited.

Class 1: activities of no or negligible risk, that is to say activities for which level 1 containment is appropriate to protect human health as well as the environment

Class 2: activities of low risk, that is to say activities for which level 2 containment is appropriate to protect human health as well as the environment

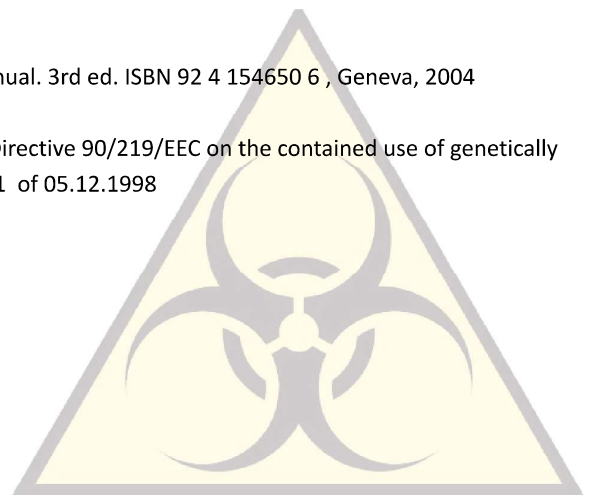
All DSMZ laboratories are equipped accordingly. The laboratory doors carry the relevant labels. L2 and S2 laboratories carry the “biohazard” sign.

Guests of DSMZ are not permitted to enter a laboratory unattended. Please, follow all additional advices given by your supervisor and read this safety instruction carefully.

Do not enter the liquid nitrogen storage rooms of DSMZ without prior instruction!

¹ World Health Organization. Laboratory biosafety manual. 3rd ed. ISBN 92 4 154650 6 , Geneva, 2004

² Council Directive 98/81/EC of 26.10.1998 amending Directive 90/219/EEC on the contained use of genetically modified microorganisms. OJ No. L 330 pp. 0013- 0031 of 05.12.1998



Please have a look at the DSMZ operating instructions available at the DSMZ intranet as well.

DSMZ staff will do their best to avoid working with dangerous organisms during your visit. Nevertheless, the following safety instruction has to be observed, according to general Good Laboratory Practice.

- DSMZ laboratories can only be entered upon permit by the laboratory leader.
- Laboratory coats must be worn and properly closed while working in a DSMZ laboratory, but never in common rooms including secretariat, social room, library or on the toilets. The coat has to be taken off before leaving the laboratory except direct way to another lab on the same floor. Do not keep regular clothes in a laboratory.
- Eating, drinking, smoking, chewing chewing gum and applying cosmetics is not allowed in the laboratory. Also any storage of food or drinks in the laboratory or in a DSMZ cold room is not allowed. Social rooms are available.
- Doors and windows have to be closed during work in the laboratory.
- Personal hygiene: after finishing a working process clean your hands thoroughly: disinfecting >> washing >> drying >> skin care cream.
- Elbow movable tap: to open or close this tap, touch it only using the elbow or arm.
- Eye-douche: in case of accidental splashing biological material or chemicals into the eyes: apply the eye-douche for at least 10 minutes.
- Safety glasses: should be worn whenever personal protection is necessary, e.g when opening ampoules, when working at the ampoule constrictor, when taking the ampoules from the drying machines, when working with liquid nitrogen etc. Special UV protective glasses are necessary in order to protect the eyes from UV irradiation. Ask supervisor.
- Gloves: should be worn whenever personal protection is necessary (cold and heat protection, protection against biological, mechanical and chemical risks) and in case of skin injuries.
- Fire alarm: the fire detectors on the ceilings are very sensitive. Be careful not to cause a false fire alarm by working in too close a distance from these instruments with open flames, boiling water etc.

In case of fire, windows and doors should be closed and electrical and gas equipment switched off. The building should be left as quickly as possible -without haste- following the emergency exits (green signs on each floor). Do not use the lift. Proceed to the assembly place on the parking space south of the DSMZ building. Check if a person is missing.

Your supervisor or any other DSMZ staff member will initiate all necessary steps in case an accident or injury occurs.

Please also read and take care of the following points during your stay at the DSMZ:

- Mouth pipetting is generally forbidden - automatic pipetting aids are to be used.
- Syringes should be used only if absolutely necessary and special disposal containers are to be used.
- Avoid development of aerosols whenever possible.
- Use the laminar airflow cabinet upon instruction by supervisor. If necessary, please ask for clear advice how to use this "clean bench". Note that all work with risk group 2 organisms and genetically engineered organisms has to be done using the cabinet.
- All laboratories are to be kept clean and tidy.
- Bottles or containers filled with dangerous materials have to be marked with the appropriate official hazard label.
- Autoclave/sterilise biological waste as soon as possible.
- All living biological material must be autoclaved before leaving the laboratory or before being poured into the sink; Petri dishes with cultures and all other contaminated material (non-liquid) like protective gloves, tissues etc. have to be discarded into the 'septophag' bags.
- Work involving toxic, cancerogenic, etching, anaesthetising or otherwise dangerous substances should be done under the hood; before starting work with such substances, consult supervisor.
- Pregnant or breast-feeding women are not allowed to work in laboratories where pathogenic, radioactive, mutagenic or cancerogenic substances are handled
- Disinfection: accidents with biological material (splashes of suspensions on the working tables, floors, clothes, etc) require immediate and thorough disinfection by using appropriate disinfectants. Ask your supervisor.

We wish you a pleasant and successful stay.