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DIRECTIVES, ORDINANCES

General Laboratory and Workshop Regulations of the University of Vienna

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General Laboratory and Workshop Regulations of the University of Vienna

The General Laboratory and Workshop Regulations define framework conditions and basic rules of conduct. They lay down general rules, provide recommendations for conduct in work environments that present potentially straining conditions and hazards and govern the handling of hazardous work equipment and substances.

The Laboratory Regulations are based on all applicable legal stipulations and rules, particularly the Austrian Worker Protection Act (ASchG) including all relevant directives as well as the General Fire Safety Regulations and House Rules of the University of Vienna.

The Laboratory Regulations also apply to storage rooms in which materials for laboratories and workshops are kept.

1. General Provisions

The General Laboratory and Workshop Regulations are applicable to all laboratories, workshops and storage rooms housing hazardous substances that are part of the University of Vienna's organisational structure.

At the University of Vienna, areas in which experiments, tests, analyses and measurements are carried out are referred to and marked as laboratories. Workshops are those areas in which existing tools and machinery are used to manufacture, process or repair objects.

Every workshop and laboratory must draft special laboratory and workshop regulations in cooperation with accident prevention staff, which form an integral part of these Laboratory Regulations. The laboratories are categorised based on their equipment, the work materials or instruments used and the work methods applied.

The General Laboratory and Workshop Regulations and the pertaining special regulations of the University's laboratories and workshops must be posted in the respective organisational units and subunits and made available to all employees and students working in the laboratories/workshops in a digital format.

The safety regulations apply to all those present in the laboratories/workshops regardless of whether they are employees, students, affiliated with the University of Vienna in another way, guests or staff of external companies.

All people in a laboratory/workshop have to abide by the respective laboratory's/workshop's applicable safety rules.

1.1. Laboratory and Workshop Management

The responsible person is the head of the respective organisational unit, who can delegate responsibility to the head of the subunit to whose building or organisation the laboratory/storage room/workshop belongs. This person is responsible for publishing the Laboratory Regulations and ensuring compliance. They are also responsible for the facilities and technical equipment and their soundness, for organising maintenance work and posting mandatory, prohibition and information signs. The person responsible must ensure that compliance with the Laboratory Regulations is monitored during operation and that a potential defect or shortcoming is reported by employees qualified for this purpose (laboratory or workshop managers).

The head of the respective organisational unit is responsible for assigning all laboratories, storage rooms and workshops within their unit to qualified employees (laboratory or workshop managers) in accordance with the heads of the subunits. These assignments and any changes to them must be reported to the University management in writing.

If laboratories/workshops are jointly used by several organisational units or subunits, the head of the organisational unit in whose rooms the laboratory or workshop is located is responsible for appointing a coordinating laboratory manager (or workshop manager). All measures aimed at preventing physical harm to people employed in the laboratory or workshop as well as protecting the environment and conserving resources must be discussed and coordinated.

The contact information of the laboratory/workshop manager as well as other people who may be contacted in case of an emergency must be posted at all entries to the laboratory/workshop.

If a facility poses particular hazards to the people present, the competent organisational or subunit head can draft additional rules for the laboratory or workshop as well as work instructions in cooperation with the competent accident prevention staff to be heeded within this unit. The Rectorate is entitled to suspend such additional rules at any time.

2. General Laboratory and Safety Guidelines

Access

Anyone who accesses or works in the various laboratories/workshops must be supervised or undergo prior instruction with regard to the General Laboratory and Workshop Regulations and the respective special laboratory/workshop regulations.

Access by third parties

Anyone not affiliated with the University, such as guests or employees of external companies, may only access laboratories/workshops under supervision or if instructed prior to their visit. The instructions of the employees must be followed at all times.

Instruction

The scope and kind of instruction provided must match the work to be conducted and the associated hazards and potential strains as well as the prior knowledge of the person receiving the instruction.

All people working in laboratories/workshops must be instructed by the competent laboratory/workshop manager before their first day in the respective facility and subsequently once a year. This must be documented including the contents of instruction. Such instructions must cover specific hazards and potential strains in addition to safety precautions, conduct in case of fire or another emergency and information on mandatory personal protective equipment (PPE).

Furthermore, all concerned people must receive instructions on safe use before handling work equipment which pose hazards or might give rise to potential strains for the first time, in the event of changes to work processes and if there are new insights (for instance following a near miss).

The intervals of such instructions are set in cooperation with the respective safety representative and safety personnel but must not exceed a year.

Repeat instructions are not necessary if the people to be instructed have acquired adequate knowledge about work procedures and handling work equipment/substances in the course of their education or past professional experience.

The people instructed must confirm in writing that they have received, acknowledged and fully comprehended the instructions. This documentation must be stored by the subunit and as part of occupational safety and health documentation.

A clean and tidy workplace

All people working in the laboratories must act in a way that prevents hazards as far as possible. If a task that poses a high risk is carried out, anyone working in the immediate vicinity must be informed.

Cleanliness, tidiness and hygiene throughout all laboratory/workshop areas promote safety and are thus a top priority.

It is strictly forbidden to consume food or beverages in a laboratory/workshop.
Work equipment that is no longer needed, such as any kind of laboratory glassware used, must be cleaned and returned to their spot after a task has been completed.
Waste must be collected, sorted according to the fractions specified by the waste representative and brought to the location specified for disposal.

Any shortcomings must be reported to the laboratory or workshop manager without fail. The safety representative or safety personnel will provide assistance in correcting these shortcomings. They must also be informed about constructional modifications and the use of new work equipment and substances.

Laboratory and workshop doors must be locked when not occupied.

The people using the laboratories and workshops are responsible for cleaning them. An exception only applies to the areas in which cleaning staff who has not been instructed accordingly will not come into direct contact with hazardous work equipment or substances.

Attention

It must be ensured that alarm systems can be heard and seen in all laboratory and workshop areas at all times. It is forbidden to play loud music or listen to it using headphones or earbuds. Any obligation to wear personal protective equipment is not affected by this rule.

Working alone

Whether working alone is permissible depends on the type of laboratory or workshop and the task completed. The laboratory or workshop manager lays down in writing which tasks can in principle be completed while working alone.

When working outside of operation hours or during the weekends, effective safety precautions and measures ensuring supervision must be taken so that first aid could be provided within an “acceptable time” following a potential accident or sudden sickness. If this cannot be ensured, working alone is not allowed.

Whenever anyone completes a task with an increased risk of accident that would require immediate first aid, another person must be within eye- and earshot. If this is not ensured, it is prohibited to work alone. For some risks, working alone is always prohibited as the maximum time by which aid must be provided is, at zero to a few minutes, extremely short (this applies to, e.g., risk of suffocation or losing consciousness upon exposure to chemical substances/gases, etc.).

Unsupervised experiments and processes

These must be approved by the laboratory management following a hazard analysis (e.g. in the event of a power or cooling water outage, etc.). As a minimum, the contact information of the responsible person, hazard notices and instructions on how to safely disassemble the experiment in case of an emergency must be posted in a clearly visible way.

Protection of pregnant and breastfeeding women

The Austrian Maternity Protection Act (MSchG) as amended applies to pregnant and breastfeeding women employed at the University of Vienna. It stipulates that they are not allowed to work with hazardous substances, biological agents, in rooms with ionising radiation or wherever they would be exposed to further risks pursuant to section 4 para. 2 (see general maternity protection evaluation for laboratories). The types of activities a pregnant employee may complete depend on the outcome of an individual evaluation pursuant to the Maternity Protection Act undertaken by an occupational healthcare professional of the University of Vienna.

The stipulations of the Maternity Protection Act analogously apply to all other pregnant or breastfeeding women (including students) who access a laboratory or workshop. They are obliged to discuss potential risks with their physician. If there are potential hazards, they are prohibited to work or attend a practical course held at a laboratory or in a workshop.

3. Handling Noise and Vibration Hazards

Particularly the Austrian Ordinance Governing the Protection of Workers from Hazards Caused by Noise and Vibration (VOLV) as amended – see list of legal sources – applies to all laboratories and workshops that are part of the organisational structure of the University of Vienna in which noise and vibration occur and is an integral part of the Laboratory Regulations.

4. Handling Hazardous Substances

The respective regulations of chemicals as amended are part of these Laboratory Regulations and apply to all laboratories and workshops integrated in the organisational structure of the University of Vienna

- in which experiments, tests, analyses and measurements are carried out;
- in which hazardous substances are handled.

Substances denote all materials, preparations and biological agents used for work. To 'use' also encompasses obtaining, producing, accruing, arising, consuming, using up, modifying, processing, bottling, re-filling, mixing, disposing of, storing, keeping, stockpiling for use and transporting within the unit.

Hazardous substances can be solids, liquids or gases. The Laboratory Regulations furthermore also apply to dusts regardless of type and origin and to aerosols.

Handling biological agents

The Austrian Ordinance on Biological Agents (VbA) and further subject-specific legal sources as amended – see list of legal sources – apply to all laboratories within the organisational structure of the University of Vienna in which biological agents are used and are an integral part of the Laboratory Regulations. In particular, the organisational measures outlined in these documents must be implemented.

Handling radioactive substances

Legal stipulations and individual administrative decisions by the competent authorities lay down the safety rules for handling radioactive substances.

5. Handling Ionising, Optical and Electromagnetic Radiation

Particularly the Austrian Ordinance on Optical Radiation (VOPST) as amended, the Austrian Ordinance on Electromagnetic Fields (VEMF) and the Austrian Radiation Protection Act as amended – see list of legal sources – are an integral part of the Laboratory Regulations and apply to all laboratories and workshops within the organisational structure of the University of Vienna in which such radiation occurs. Where applicable, a laser safety representative must be appointed.

6. Work Equipment

6.1. General Provisions

Only work equipment that satisfies the applicable legal stipulations with regard to design, construction and further protective measures may be made available.

If new work equipment is purchased that is labelled according to the applicable legal stipulations, it can be assumed that it satisfies European safety standards with regard to design, construction and further protective measures.

A work tool bearing the CE marking can be considered to meet the required standard. For work equipment without CE marking, the competent subunit head must conduct or commission a hazard analysis including documentation, which must be stored together with the work equipment. Documentation must include potential strains, hazards, required measures, safety precautions and content to be mentioned in instructions. The hazard analysis can be carried out by competent employees in collaboration with the laboratory management and, where necessary, safety personnel of the University of Vienna and may involve internal and external staff.

If work equipment is modified or used for a purpose other than the one for which it was originally intended, the CE marking is no longer valid and a hazard analysis must be carried out.

6.2. Duty of Care

All work equipment must always be used or employed properly, according to the manuals and exercising due care.

If there are safety hazards, suitable protective measures must be implemented to rule out accidents at work.

Safety equipment may only be dismantled, bypassed or removed by qualified personnel for a limited period of time, for instance to carry out maintenance work. In such a case, adequate organisational and personal protective measures must be implemented.

6.3. Inspection Obligations

Always carry out a visual inspection before putting work equipment to use. It is forbidden to operate damaged facilities and machines.

For work equipment subject to a regular test of their functions, the tests must be carried out in the prescribed intervals. Any damage to work equipment detected must be labelled, reported and repaired.

Test books and protocols must be kept and made available to the subunit's head.

The following applies:

- Tests must only be carried out by competent, respectively trained and authorised personnel of the University of Vienna, chartered engineering consultants or companies according to their respective authorisation.
- These tests must be carried out in compliance with the applicable standards and rules and using state-of-the-art methods, all of which must be documented in the test protocols.
- The intervals for tests stipulated by the law and the respective distributor must be abided by.
- Written test documentation and protocols must be kept, and a copy must be stored together with the safety and health documentation.

7. Fire and Explosion Protection

The General Fire Safety Regulations of the University of Vienna lay down basic rules of conduct, which are binding for everyone at the University. Furthermore, there are side letters on fire safety for individual buildings providing guidelines for conduct at these locations.

Fire safety equipment must not be turned off. It is prohibited to wedge open fire doors.

Tasks that pose a fire hazard must be authorised in writing before they can be carried out. Tasks that exceed regular activities carried out in a laboratory or workshop (e.g. use of a Bunsen burner) may only be completed upon authorisation by the competent fire safety officer. If deemed necessary, a person should be appointed as fire watch, also beyond the completion of the task.

If a fire is detected, the fire service must be contacted immediately. Instructions by evacuation officers must be followed at all times.

8. Conduct in an Emergency and First Aid

If an alarm has been set off, operations in the laboratory/workshop must be stopped without delay in an orderly way that minimises hazards and everyone must leave the University building via the marked escape routes.

In case of a fire or if an alarm has been set off, organisational and/or technical measures must be taken to enable people with a sensory impairment or reduced mobility to leave the University building quickly and without encountering obstacles.

See the respective appendix to these Laboratory Regulations for basic first-aid principles.

The substances used for work in laboratories and workshops include substances with a high risk potential. Depending on the substance, different kinds of first aid must be provided; see the specialised first-aid instructions on the safety data sheets for details.

In the event of an accident involving a hazardous substance, give the respective safety data sheet and, where applicable, the work documentation to the injured person or, if this is impossible, the paramedics.

Always keep the following in mind:

- Protect yourself!
- If there are injured people, provide first aid and immediately call for more help. Call an ambulance if needed (in case of doubt, call one).
- In the event of an accident in which a person has inhaled or swallowed and/or had skin contact with a hazardous substance, call the Austrian Poisons Information Centre (+43(0)1 406 43 43).
- Accidents and near misses must be reported without delay.

9. Final Provisions

The General Laboratory and Workshop Regulations are a Rectorate guideline.

Appendixes:

See https://rrm.univie.ac.at/en/downloads//

1. Laboratory and Workshop Managers

2. Noise and Vibration

3. Hazardous Substances

4a First Aid
4b. First Aid in a Suspected COVID-19 Case

5a Handling Toxins
5b. Handling Toxins / Process Description

List of legal sources:

See https://rrm.univie.ac.at/en/downloads//

The Vice-Rector:

Hitzenberger

Appendix I to the General Laboratory and Workshop Regulations of the University of Vienna

Stipulations for Laboratory and Workshop Managers

Preamble

Depending on the complexity of a laboratory/workshop and the potential hazards associated with the tasks completed in them, the head of an organisational unit or (if responsibility has been delegated) the head of a subunit can delegate the responsibility for the activities enumerated in the following to suitably qualified employees (laboratory or workshop managers) pursuant to section 1 of the Laboratory Regulations: General Provisions, subsection Laboratory and Workshop Management. In any case, a qualified deputy must also be appointed.

The following applies to any delegation of responsibility to laboratory/workshop managers:

1. Qualifications (Relevant for all Delegations)

The following applies:

- Only employees of the University with the respective subject-specific qualifications can act as laboratory/workshop managers or their deputies.
- They must be familiar with all methods used in the respective laboratory/workshop.

2. Responsibility

The following applies:

- Laboratory/workshop managers may not transfer responsibilities to other employees.
- During a scheduled absence, responsibility must be handed over to the deputy in an orderly way.
- If a workshop/laboratory manager lays down or takes a leave from their function, the head of the organisational unit or subunit must appoint a new manager as required and ensure an orderly transfer of duties.

Outside the working hours of the laboratory managers and their deputies, the responsibility lies with the head of the organisational unit or subunit.

3. Responsibility for Third Parties

The responsibility for supervising students of all levels and visiting scholars lies with their supervisors or hosts, respectively.

4. Responsibility for Ongoing Operations

These are:

- responsibility for complying with the General Laboratory and Workshop Regulations of the University of Vienna and for reporting failure to do so in writing
- responsibility for complying with the General Fire Safety Regulations of the University of Vienna in the laboratories and for reporting failure to do so in writing
- running the laboratory
- coordinating use of facilities (benches, instruments, etc.) by researchers and students
- monitoring compliance with prohibitions to work alone
- reporting workplace accidents and near misses (documentation)
- checking prescribed records
- ensuring compliance with rules regarding maintenance, cleaning, cleanliness, hygiene and tidiness.

5. Training

This includes:

- participation in respective trainings (e.g. first aid in the laboratory)
- participation in instructions/trainings provided by companies before the first use of a new machine.

Further activities that are required for the operation of laboratories/workshops must be carried out or organised by the respective laboratory/workshop manager to which responsibility was delegated.

1. Written Instructions

This includes:

- drafting or supporting the drafting of general work instructions (if applicable, in German and English)

- supporting researchers in drafting specialised work instructions (if applicable, in German and English)
- drafting written hazard analysis reports or collecting them from principal investigators
- making all operation manuals and safety and health documentation available.

2. Informing Employees Pursuant to Section 12 of the Austrian Worker Protection Act (ASchG)

Employees must be informed about hazards for safety and health and measures to prevent incidents (pursuant to, e.g., the Austrian Work Equipment Ordinance AM-VO, the Workplaces Ordinance AStV, the Biological Agents Ordinance VB-A, the Potentially Explosive Atmospheres Ordinance VEXAT, the Proof of Specialist Skills Ordinance KennV, the Screenwork Ordinance BS-V, the Health Monitoring at the Workplace Ordinance VGÜ, the Personal Protective Equipment Ordinance PSA-V and the Threshold Ordinance GKV):

- in plain language
- ensuring that the information was understood
- collecting documents and making them available (e.g. safety data sheets, package inserts, user manuals, instructions for use, SOPs, work instructions), where applicable also in a digital format.

3. Instruction Pursuant to Section 14 of the ASchG

This includes:

- providing at least initial instruction on site
- repeating instructions on a regular basis (usually once a year) and renewed instruction after a change of methods, work equipment or substances or following a work accident or near miss
- providing instructions following an incident, e.g. violation of existing rules
- documenting instruction contents, if applicable also in English
- making available written documents (also in a digital format)
- cooperating and exchanging information with supervisors of students, principal investigators, etc.
- ensuring that instructions have been understood (confirmation through signature or electronic confirmation).

4. Personal Protective Equipment

This includes:

- selecting and providing the necessary personal protective equipment
- providing instructions, where necessary in a written form (e.g. which glove to use with which chemical substance)
- organising the professional laundry of lab attire
- organising and checking maintenance work and its documentation, e.g. of eyewash and safety shower stations, first-aid equipment, respirators.

5. Laboratory Equipment

This includes:

- monitoring and commissioning legally required periodic tests/maintenance work, e.g. of safety cabinets and fume hoods
    - consulting on the acquisition of new instruments
    - drafting user manuals, data sheets, etc.; arranging for instructions to be provided
    - removing defect machines.

6. Labelling Duties

These include:

- labelling and checking labels, e.g. on a laboratory's doors, cabinets, containers, etc.

7. Substances Used at the Workplace and Work Equipment

This includes:

- drafting lists of substances used at the workplace (assessment, update, inspection obligations, reporting obligations, CMR, thresholds)
- supervising acquisitions and disposal
- supervising storage (adequate storage, joint/separate storage, checks, etc.)
- supervising toxins (authorisation to purchase confirmed by the Rectorate), compliance with all legally stipulated duties: e.g. records in toxin logbook, instruction obligations, duties with regard to storage
- instructing people who lack the respective expertise
- ensuring proper use of substances / work equipment in experiment setups

- appropriate labelling of all chemicals, preparations/mixtures and samples (instructions, availability of labels, etc.) that are stored or made available; also implementing safety measures for experiment setups; instructing users on proper conduct
- ensuring adequate disposal in accordance with waste coordinators (waste fractions); instructing employees, organising suitable containers, adequate labelling, etc.

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Appendix II to the General Laboratory and Workshop Regulations of the University of Vienna

Noise and Vibration

Anyone present in any of the University of Vienna's buildings must be protected from harm and damage caused by noise and vibration.

Noise = any sound in the acoustic domain

Vibration = mechanical oscillations or shocks that are transferred to the human body through direct contact

There are different types of vibration:

- *hand-arm vibration:* mechanical oscillations that enter the body at the fingers or the palm of the hands and pose health and safety hazards, particularly for developing vascular disorders, bone and joint disorders, neurological disorders and muscle disorders
- *whole-body vibration:* mechanical oscillations transferred to the human body that pose health and safety hazards, particularly for developing back pain and diseases of the spine.

Exposure action values

Insofar as the state of the art allows for it, measures must be taken to prevent that the following exposure action values are exceeded:

Hand-arm vibration:	2.5 m/s^2
Whole-body vibration:	0.5 m/s^2
Noise:	80 dB

Hearing protection must be made available to employees who are exposed to noise that exceeds the exposure action value.

Exposure limit values

The following exposure limit values may not be exceeded:

Hand-arm vibration:	5 m/s^2 (2.5 m/s^2 for teenagers)
Whole-body vibration:	1.15 m/s^2 (0.5 m/s^2 for teenagers)
Noise:	85 dB

The hearing protection made available to employees who are exposed to noise at the workplace that exceeds the exposure limit value must ensure that the individual employee's exposure does not exceed the exposure limit value.

Employees at whose workplace noise exceeds the exposure limit value have to wear the hearing protection provided.

Pursuant to section 65 para. 4 line 6 of the Austrian Worker Protection Act (ASchG), employee noise exposure records must be kept for all employees exposed to noise above the exposure limit value regardless of the individual effect of their personal protective equipment.

Areas in which the exposure limit value for noise is exceeded must be marked in a suitable way. The same applies to areas where vibration is transferred via the floor and the exposure limit value for whole-body vibration is exceeded. If it is impossible to mark the space and the exposure risk justifies such a measure, cordon off the space and limit access.

Limit values for individual rooms

Rooms in which mostly intellectual activities are carried out: 50 dB

Rooms in which simple administrative tasks or comparable assignments are carried out: 65 dB

Lounges, on-call rooms, first-aid rooms and living space (noise generated by people does not affect the limit): 50 dB

In all above-mentioned rooms, exposure to whole-body vibration should be kept as low as possible and must not exceed the exposure action value.

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Appendix III to the General Laboratory and Workshop Regulations of the University of Vienna

General Handling of Hazardous Substances

Appendix III applies to all rooms within the organisational structure of the University of Vienna in which hazardous substances are handled.

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18. Substances that May Not Be Stored Together ..... Fehler! Textmarke nicht definiert.

1. Definitions (in Accordance with Appendix I of the CLP Regulation)

- Acute toxicity: adverse effects following oral or dermal administration of a single dose of a substance or mixture, or multiple doses given within 24 hours, or an inhalation exposure of four hours
- Corrosive effect on the skin: skin exposure of up to four hours that causes irreversible damage to the skin
- Skin irritation: skin exposure of up to four hours that causes reversible damage to the skin
- Serious eye damage: tissue damage in the eye or a serious visual impairment
- Eye irritation: production of changes in the eye which are fully reversible within 21 days
- Respiratory system sensitisation/inhalation allergen: a substance that causes irritation to the respiratory system following inhalation
- Skin allergen: a substance that induces an allergic reaction following skin contact
- Carcinogenic effect: substances or mixtures that cause cancer or increase the occurrence of tumours upon inhalation, swallowing or skin application
- Mutagenic effect: substances or mixtures that cause a change of the genetic material upon inhalation, swallowing or skin application, which can result in hereditary effects
- Reproductive toxicity: substances or mixtures that can, upon inhalation, swallowing or skin application, cause non-hereditary defects to the fetus, increase the occurrence of such defects (teratogenic), cause physical or mental impairments of the baby after birth or adversely affect fertility in adult males and females
- Specific target organ toxicity (single exposure): significant health effects that can impair function of organs or organ systems (whether reversible or irreversible), unless they are specifically addressed by other listed effects or aspiration hazard
- Specific target organ toxicity (repeated exposure): significant health effects that can impair function of organs or organ systems (whether reversible or irreversible) upon repeated exposure, unless they are specifically addressed by other listed effects or aspiration hazard
- Aspiration toxicity: severe acute effects such as chemical pneumonia, pulmonary injury or death following aspiration
- Fibrogenic: suspended particles that can cause pulmonary disease in conjunction with fibrotic scarring upon inhalation
- Biologically inert: dusts that have neither toxic nor fibrogenic effects and do not cause specific medical conditions but may impair the functioning of the respiratory organs
- Radioactive: substances that emit ionising radiation following spontaneous fission.

2. Substances Hazardous to Health

Substances hazardous to health are substances that can be classified as one of the following health hazards (in accordance with section 40 para. 4-4b of the Austrian Worker Protection Act):

- acute toxicity
- corrosive effect on the skin/skin irritation
- serious eye damage/irritation
- skin or respiratory system sensitisation
- germ cell mutagenicity
- carcinogenicity
- reproductive toxicity
- specific target organ toxicity: single exposure
- specific target organ toxicity: repeated exposure
- aspiration hazard.

According to the Austrian Worker Protection Act (ASchG), also substances with the following qualities are considered health hazards:

- *fibrogenic suspended particles* that can cause pulmonary disease in conjunction with fibrotic scarring upon inhalation
- *biologically inert dusts* that have neither toxic nor fibrogenic effects and do not cause specific medical conditions but may impair the functioning of the respiratory organs
- *radioactive substances* that emit ionising radiation following spontaneous fission
- *biological agents* classified into risk groups 2-4.

3. Labelling Hazardous Substances

Hazardous substances include all substances that share one of the following qualities and are labelled with the respective hazard symbols (GHS pictograms). The label must be clearly visible, decipherable and permanently affixed to the packaging. The label must be commensurate with the size of the packaging. (The GHS symbol must be at least 1 cm^2 or take up one tenth of the labelling surface.)

Explosive	
 GHS01	 *Valid until 1 June 2024; after that labelling using the GHS pictogram will be mandatory.*

Flammable	
 GHS02	 *Valid until 1 June 2024; after that labelling using the GHS pictogram will be mandatory.*

Oxidising	
 *GHS03*	 *Valid until 1 June 2024; after that labelling using the GHS pictogram will be mandatory.*

Corrosive/irritant	
Corrosive/irritant effect on the skin; serious eye damage/irritation	
 GHS05	 *Valid until 1 June 2024; after that labelling using the GHS pictogram will be mandatory.*

Skull with crossed bones	
Acute toxicity (oral, dermal, inhalation)	
 GHS06	 *Valid until 1 June 2024; after that labelling using the GHS pictogram will be mandatory.*

Harmful to health	
Acute toxicity (oral, dermal, inhalation); specific target organ toxicity following single exposure (respiratory tract irritation; narcotic effects); corrosive/irritant effect on the skin; serious eye damage/irritation, skin sensitisation	
 GHS07	 *Valid until 1 June 2024; after that labelling using the GHS pictogram will be mandatory.*

Health hazard	
Specific target organ toxicity following single exposure; specific target organ toxicity following repeated exposure; aspiration hazard; respiratory sensitisation; germ cell mutagenicity; carcinogenicity; reproductive toxicity	
 GHS08	 *Valid until 1 June 2024; after that labelling using the GHS pictogram will be mandatory.*

Radioactive


Hazardous substances are furthermore substances that can be classified as one of the following hazards:

- compressed gases
- substances or mixtures corrosive to metals.

Compressed gas
Compressed gases: compressed, liquefied, refrigerated liquefied and dissolved gases
 GHS04

Corrosive/irritant	
Substances or mixtures corrosive to metals	
 GHS05	 *Valid until 1 June 2024; after that labelling using the GHS pictogram will be mandatory.*

3.1. Biological Agents Classified into Risk Groups 2-4

Group 2: can cause human disease and presents hazard to workers, prophylaxis or treatment available

Group 3: can cause severe human disease and presents serious hazard to workers, prophylaxis or treatment available

Group 4: can cause severe human disease and presents serious hazard to workers, no prophylaxis or treatment available

Biohazard


4. Checking Substitute Substances and Substitution

For substances classified into the following risk groups, a check whether substitution is possible must be carried out and documented:

- carcinogenic, germ cell mutagenic, toxic for reproduction
- biological agents classified into risk groups 2, 3 or 4
- radioactive.

These substances may only be used if the use of other, less hazardous substances does not achieve an equivalent result.

5. Personal Protective Equipment

When working with hazardous substances, wearing a cotton labcoat and sturdy, closed-toe and slip-resistant footwear is mandatory.

The laboratory manager must prescribe personal protective equipment (PPE) in the course of the instruction in a comprehensible, responsible and written manner.

Depending on the activity, safety gloves, safety glasses or face shields must be worn.

Depending on the task, additional personal protective equipment such as chemical goggles, respirators or ear protection may become mandatory.

All protective equipment must be stored in a manner that avoids contamination.

6. Safety Data Sheets

Substances used in laboratories also include substances that are potentially highly hazardous. Depending on the substance, there are different first-aid measures that need to be taken; to find out more, please read the special first-aid instructions included in the safety data sheets.

The safety data sheets pertaining to all substances must be collected and made easily available to everyone working in the laboratory. In the event of an accident involving hazardous substances, give the safety data sheet and, if applicable, the working time records to the injured person or, if that is impossible, to the paramedics.

7. Safety Analysis

Before hazardous substances are handled for the first time, the laboratory or workshop manager or another competent person must evaluate the risks presented by the substances or potential reaction products. This can be done using lists of chemicals in the laboratory, operating instructions, safety data sheets or the hazard warnings applied to the original containers.

8. Labelling Containers

All containers must be labelled with:

- the name of the substance and its formula
- the hazard symbols and appellations.

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On larger containers (anything upwards of 1 litre), the H/P phrases (GHS hazard and precautionary statements) must be indicated additionally. If the containers are used for longer storage, the name of the manufacturer must also be displayed.

H/P phrases

H = hazard

- 200….physical hazards
- 300….health hazards
- 400….environmental hazards

P = precautionary

9. First-Aid Resources

Staff must be instructed in the proper conduct in case of an accident and adhere to these instructions in case of an incident.

Eye wash bottles, chemical binders (suitable for the substances used) and, if possible, smoke hoods must be provided. The choice of respirator filter depends on the hazardous substances used.

Any leaked, spilled or dropped substance must be immediately removed by the person who caused the contamination, if necessary with the aid of chemical binders. This applies to the entire lab area and especially to the area of the balances.

The instructions regarding removal of the safety data sheet or the laboratory or workshop manager must be heeded.

Please note: information on further first-aid measures can be found in the special laboratory regulations.

10. General Bans

It is forbidden to store food stuffs meant for human consumption in the entire area of the laboratory. It is forbidden to store food stuffs in fridges in which chemicals are kept. Food stuffs used for experiments must be labelled as such.

Smoking, consuming food or beverages as well as applying make-up or ingesting medicine is prohibited in the entire lab area.

11. Daily Use

It is forbidden to store amounts of hazardous substances in the individual work station that exceed the daily use.

12. Requirements for Chemical Containers and Laboratory Glassware

It is strictly forbidden to store hazardous substances in food containers.

The storage containers for the substances must be made of sturdy materials.

When using plastic containers, the expiration date must be observed.

13. Fume Hoods

Activities during which gases, vapours or suspended particles may be released in hazardous concentration or in a quantity as specified by the Austrian OEL regulation may only be conducted below hoods.

If volatile, explosive, flammable, self-igniting, toxic or malodorous substances are converted or created in an apparatus, this apparatus must be set up under a hood.

While it is operated, the sash window in the front of the hood must be kept closed while maintaining a sufficiently large opening to supply air between the sash window and the worktop of the fume hood.

Defective fume hoods may not be used and must be reported immediately to the person in charge of the laboratory.

It is prohibited to store substances and waste in the fume hood.

14. Conducting (Long-Term) Experiments

A person conducting an experiment may only leave their spot in the laboratory if permanent monitoring is not required or if a colleague who is informed about the ongoing experiment takes over monitoring.

(Long-term) experiments conducted without monitoring must be marked as such with clearly visible signs and, if necessary, conducted in a fume hood.

The laboratory or workshop manager must approve such experiments upon a hazard analysis (e.g. in the event of a power or cooling water outage).

(Long-term) experiments must be labelled as such, including at least the following information:

- experimenter
- reaction type
- used substances
- batch volume
- start of the experiment
- approximate duration of the experiment.

To prepare for emergencies, the contact information of the responsible person, hazard warnings and, if applicable, instructions how to safely deactivate the experiment must be attached in a clearly visible manner.

15. Evaluating and Disposing of Hazardous Substances

At least once a year, the chemicals present or stored in a laboratory must be evaluated with regard to the necessity of remaining in the laboratory and, if applicable, transferred to a hazardous material disposal site or properly discarded.

Reactive wastes must be treated according to the instructions of the laboratory or workshop manager.

For storage and subsequent disposal of laboratory waste, use the specifically marked storage containers.

16. Transporting Hazardous Substances

Transport trolleys must be made of materials that do not react with the carried chemicals. They must be fitted with a protection mechanism that prevents the objects transported from toppling over and being dropped. They must also include a drip pan. The transport trolleys must be purchased from specialised laboratory shops.

Larger containers with acids, alkaline solutions or solvents that need to be transported over long distances should be stored in additional transport containers such as a bucket.

Compressed gas cylinders must be transported in a way that makes sure they do not topple over. The cylinder valve caps must be screwed tight.

When hazardous substances and compressed gas cylinders are transported on a lift, they may not be accompanied by a person. A security cordon marked with “Hazardous substance transport – do not enter” must be attached.

17. Special Documentation Obligations

For the following categories of substances, special documentation obligations apply:

- toxic substances
- narcotics
- psychotropic substances
- radioactive substances
- carcinogenic, mutagenic or biological substances and substances that are toxic for reproduction classified within groups 3 or 4.

18. Guidelines for mixed storage of substances

The basic rule is: only substances that do not react with each other may be stored in one place!

Combustible, flammable, extremely flammable or explosive substances or those from which reaction products may result may only be stored in an explosion-proof environment (e.g. explosion-proof drying chambers or fridges) in compliance with the stipulations of the safety data sheet.

										
	+	+	+ 3)	+	+	+ 3)	-	+ 4)	+ 3)	+
	+	+	+	+	+	- 1)	-	+	+	+ 3)
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Key

	bases	+	Store together
	acids	-	Do not store together
	flammable liquids	1)	Mixed Storraged not recommended, toxic decomposition products may be released in the event of fire
	flammable solids	2)	Recommendation based on the German storage class model
	areosols	3)	Up to 200kg or 200 L
		4)	After evaluation by the responsible safety expert

Further information on mixed storage of flammable liquids

	Mixed storage with "propane or butane in quantities not exceeding 15 kg and container sizes with a filling weight of not more than 1 kg each" is possible after evaluation by the responsible safety expert
	Mixed storage with "substances and mixtures not classified as dangerous" is permitted
	Mixed storage with "substances and mixtures hazardous by aspiration" is permitted.

Appendix IV to the General Laboratory and Workshop Regulations of the University of Vienna

First Aid

Principles of First Aid

- Keep calm.
- Consider your own personal safety first; stop machines/turn off power; air room if necessary.
- Move the injured person outside of the hazard zone.
- Check whether they are conscious.
- Check for breathing.
    - If the injured person is unconscious but is breathing, place them in the recovery position.
    - If the injured person is not breathing properly, immediately start CPR! Alternate between 30 chest compressions (push fast in the middle of the chest) and 2 rescue breaths via mouth or nose (tilt head back, pinch nose shut).
    - Resuscitate with a defibrillator (if available).
- Stop severe bleeding. Place a sterile bandage or clean cloth on the wound and press firmly.
- Call for help.

Important emergency telephone numbers

European emergency telephone number: 112
Ambulance: 144
General practitioners' out-of-hours service: 141

Poisons Information Centre
24-hour emergency hotline: +43(0)1 406 43 43
Office hours: Monday through Friday, 8:00 a.m. to 4:00 p.m., phone: +43(0)1 406 68 98

The following recommendations apply to emergencies caused by laboratory accidents.

I. Poisoning

A. Inhalation (Breathing in) of Gases/Vapours/Aerosols

- Rescue injured people and move them to the fresh air while always considering your personal safety (respirator)!
- Always call an ambulance!
- If an injured person is not breathing, follow reanimation guidelines.
- Injured persons should always be transported or stabilised lying down (lift upper body; recovery position if person is unconscious).
- Always check back with a physician as complications can occur later even if there are no symptoms at first.

B. Ingestion (Swallowing) of Toxins

- Treat every ingestion of an unknown chemical substance like a case of poisoning.
- Secure the substance.
- Call an ambulance and the Poisons Information Centre (+43(0)1 406 43 43).
- Take first-aid measures as required.
- Place injured person in recovery position and cover them to keep them warm.
- If a solid or liquid caustic substance was swallowed, ONLY give water to the victim if instructed to do so by the Poisons Information Centre.
- Never try to neutralise the substance with, e.g., milk (might exacerbate chemical or thermal injury).
- Activated carbon may only be administered upon instruction by a physician.
- Do not induce vomiting.

C. Poisoning through Skin Exposure

- Immediately remove the injured person's clothing (do not endanger yourself in the process).
- Use large amounts of lukewarm running water to rinse exposed skin. Soap may be used, but never use another chemical substance or solvent to clean the wound. Do not use hot water and do not rub the wound.
- Call an ambulance.

II. Chemical Burns

A. Chemical Burns to the Skin

- Immediately remove clothing of injured person (do not endanger yourself in the process).
- Use large amounts of running water to rinse (for at least 15 minutes). Do not attempt neutralisation.
- Cover the open burn wound with a sterile bandage. Always consult a physician.

B. Chemical Burns to the Eye

- Always call an ambulance.
- Flush with a sufficient amount of running water (at least for 10-15 minutes). Do not attempt neutralisation.
- To prevent additional injury to the unaffected eye, make sure that the water used for flushing does not touch the healthy eye, i.e., the affected eye must be at a lower level than the healthy one (horizontal head positioning). Then flush from inside (nose) to outside (cheek) with plenty of running water or using an eyewash device.
- Bandage the eye (eye patch).

C. Internal Chemical Burns: Same Procedure as for Ingestion (Swallowing) of Toxins

III. Open Wounds or Mechanical Trauma

A. Light Bleeding

- Do not touch or rinse the wound. Do not remove any foreign objects from the wound.
- Cover the wound with a sterile dressing; apply a protective bandage; do not disinfect.
- Go to the hospital.

B. Severe Bleeding

- Call an ambulance.
- Watch for symptoms of shock; shock position (passive leg raise); keep warm.
- Apply a pressure bandage: cover the wound with a dressing pad and bandage applying firm pressure.
- Raise the injured limbs.

C. Life-Threatening Bleeding

- Immediately call an ambulance.
- Put on gloves and apply pressure with your fingers.

- Apply a tourniquet (triangular bandage, belt, etc.) and twist to tighten. A tourniquet can only be applied to a body part below the heart and only on the thigh or upper arm. Once applied, do not remove the tourniquet.
- Write down the time of application!!!

IV. Burns

A. Minor Burns or Scalds

- Immediately cool the burn with lukewarm running water (for approximately 10 minutes).
- Do not break blisters.
- Do not apply lotions, powder, oil or anything similar to the burn or scald.
- If in doubt, consult a physician.

B. Major Burns or Scalds

- Call an ambulance.
- In the case of a scald, immediately remove clothing (cut open).
- In the case of a burn, remove clothing unless it sticks to the skin.
- Cool with plenty of lukewarm running water (for approximately 10 minutes).
- Do not immerse large severe burns in water (risk of hypothermia).
- Do not apply lotions, powder, oil or anything similar to the burn or scald.
- Cover open burn wounds with a sterile dressing (aluminium-coated wound dressing).
- Protect the burn victim from heat loss.

If a person suffered extensive burns, give them a lot of water in sips.

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Appendix IVb to the General Laboratory and Workshop Regulations of the University of Vienna

First Aid in a Suspected Case of COVID-19 – Guidelines Issued by the Austrian Red Cross

- Both the person providing first aid and the injured person must wear a face mask.
- Wash your hands.
- Check for breathing.
    - Check breathing by tilting the injured person's head back and look for a rise and fall of their chest or stomach. If you do not see their breaths, assume the patient is not breathing (i.e., do not put your face near their head in order to listen for breathing sounds or feel them breathe).
- Reanimation
    - If a person is suspected to have contracted COVID-19, resuscitation measures should be limited to chest compressions and, where applicable, the use of a defibrillator. In this case, do not give rescue breaths (except for when the injured person is a child).

Appendix V to the General Laboratory and Workshop Regulations of the University of Vienna

Handling Toxins

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Introduction

Even when handled carefully, it should always be assumed that a substance might be harmful under certain unfavourable conditions. The potential toxic effect is determined by the dose, type and duration of exposure. The GHS symbol and the safety data sheet will inform you of the right way to handle a substance.

Handling toxins that are categorised as acutely toxic based on the legal classification requires compliance with additional legal stipulations concerning safety and health. The legal provisions are laid down in the Austrian Chemicals Act (ChemG) and the Austrian Toxins Ordinance (GiftVO), both as amended.

A substance is considered toxic as stipulated by section 35 of the Chemicals Act if it is labelled with the following symbols or hazard statements.

Degree of toxicity	*"Acute toxicity" categories 1 or 2*	*"Acute toxicity" category 3*	*"Specific target organ toxicity (single exposure)" category 1*
GHS pictogram			
H phrases (at least one)	"Fatal if swallowed" (H300)	"Toxic if swallowed" (H301)	"Causes damage to organs (state all organs affected, if known) (state route of exposure if it is conclusively proven that no other routes of exposure cause the hazard)" (H370)
	"Fatal in contact with skin" (H310)	"Toxic in contact with skin" (H311)	
	"Fatal if inhaled" (H330)	"Toxic if inhaled" (H331)	

Former toxin labels

Degree of toxicity	*Toxic*	*Highly toxic*
Pictogram		

Toxins and Teaching

Inexperienced students may only work with toxins when instructed and supervised. Only the respective supervisors may turn over toxins to the students.

Poisons Information Centre

The hotline number of the Austrian Poisons Information Centre must be visibly displayed in all rooms in which toxins are handled or stored.

+43(0)1 406 43 43 0

Special reporting duty:

In case a toxin is missing or has been mistakenly dispensed, the municipal department must be notified.

Section 48 of the Chemicals Act

Certificate for the Purchase of Toxic Substances

The certificate for the purchase of toxic substances is issued by the Rectorate upon request by the faculty/centre. Anyone entitled to purchase toxic substances must be reported to the competent authority. The certificate will remain valid for as long as that person's first-aid training is valid.

Prerequisites for acquiring a certificate for the purchase of toxic substances:

1. Expert Knowledge

Only employees who have completed the necessary trainings stipulated by section 4 of the Austrian Toxins Ordinance are eligible. These trainings may include a completed degree programme:

- in Pharmacy
- in Chemistry or Technical Chemistry including the teacher education programme
- in Biology.

Further options include:

- completion of a college for higher vocational education or a school for intermediate vocational education specialising in Chemistry
- completion of an apprenticeship as a chemical laboratory technician or a chemical engineering technician
- training as a medical lab technician
- expert training according to the stipulations of appendix 4 of the Austrian Toxins Ordinance.

2. First Aid

The respective first-aid skills can be documented by a first-aid certificate in accordance with the Austrian Workplaces Ordinance or the “Chemical Accidents – First Aid in the Laboratory” course.

3. Instruction

An instruction in “How to Correctly Handle Toxins” is mandatory within the University. The initial instruction is provided by the Human Resources Development unit. Refreshment course via Moodle.

Circulation of Toxins

The process description for putting toxins in circulation within the University and documenting it can be accessed by employees of the University of Vienna on the Intranet page of Health, Safety and Security under the tab “Arbeitsstoffe” (workplace substances; login required.

Storage of Toxins

Storage of Toxins

Toxins must be stored in locked storage rooms inaccessible for unauthorised people or in an appropriately designed safety cabinet to protect them from being handled by anyone not authorised to do so. The safety cabinet must be firmly installed and protected from unauthorised access through a locking facility.

Joint Storage Prohibition

Toxins may not be stored together with medicines, food stuffs, narcotics, animal feed or any other goods fit for human or animal consumption nor with flammable substances.

Labelling Storage Areas/Locations

Hazard warnings	
	
Valid only until 1 July 2024.	

Disposal of Toxins

Substances and mixtures (e.g. mixed solvents) that contain toxins as laid down in section 35 of the Austrian Chemicals Act must be labelled as such and treated as hazardous substances. Their disposal must be organised in accordance with waste disposal management.

Documentation Obligation and Balancing (Annual Toxin Record)

Anyone who uses toxins must document the origin and use of each toxin, indicating the following:

1. name of the toxin

2. amount of toxins purchased

3. reference to a receipt documenting the purchase (delivery note, invoice, etc.)

4. date of purchase

5. name of supplier

6. amount used and purpose.

In case a toxin has been further processed, also the names of the products generated thereby (chemical designation, trade name) and the amount of each toxin used must be indicated.

Documentation of the use of toxins may not be completed exclusively in electronic form because it is impossible to prevent or recognise the manipulation of these data.

The use of electronic documentation in combination with filing hard copies of the respective documents (delivery notes, invoices, handover certificates) is admissible only if it is ensured that a third party can assess the completeness of documentation: invoices must be dated and numbered consecutively.

Documentation in the form of a bound book is preferred.

Once a year, the remaining amount of each toxin must be reported (annual toxin record).

For each toxin, the respective amounts of the following items must be recorded:

- purchased quantities
- manufactured and supplied quantities
- quantities of each toxin that remain in storage.

The purchaser of the toxins is responsible for recording quantities and keeping the annual record. For this reason, all records made by the final consumer must be transferred back to the purchaser so that they can complete the record indicating also remaining quantities.

The stated records and documents must be kept for seven years dating from the most recent entry in the accounts.

Section 9 of the Toxins Ordinance

Section 43 para. 1 of the Chemicals Act

Appendix Vb to the General Laboratory and Workshop Regulations of the University of Vienna

Handling Toxins / Process Description

Purchaser of Toxins

Only employees of the University of Vienna who have been issued a certificate for the purchase of toxic substances by the Rector are authorised to purchase toxins.

Functions Related to the Circulation of Toxins within the University of Vienna

Function	Description	Function area	Appointed by
Person authorised to purchase toxins	Purchaser from manufacturer	External and internal function	Rector
Circulation of toxins representatives	Intra-University purchaser	Internal function	Head of organisational unit
Final consumer	User, obtains no more than the necessary amount for daily use	Internal function	-

Circulation of Toxins Representative

Circulation of toxins representatives are employees of the University who have the necessary skills in handling toxins, have a valid first-aid certificate and have completed a training in the "Correct Handling of Toxins".

They are appointed by the head of the organisational unit and their appointment must be reported to the Rectorate.

Final Consumer

Final consumers are all those who work with, transport, store and dispose of the toxic substance. Final consumers must also have expertise in handling the respective toxin. This expertise may be documented by a training in accordance with section 4 of the Austrian Toxins Ordinance or an instruction on how to handle the respective toxin.

If such an instruction of final consumers becomes necessary, the circulation of toxins representative can be the one to instruct them.

In case the identity or authorisation of the final consumer must be doubted, the toxin may not be handed over to them.

Handing over Toxins to the Final Consumer

Whoever is in possession of toxins must make sure that they are handed over exclusively to people who may handle an acutely toxic substance autonomously and have the necessary expertise to do so.

At the University of Vienna, there are two possible ways to hand over toxins to the final consumer.

1. Purchaser and Final Consumer Belong to the Same Subunit

Who	Responsibility	Description
Purchaser	Purchases the toxin for subunit A	Is authorised to purchase toxins from outside the University
Final consumer	Uses the toxin in subunit A	Expert user, obtains no more than the necessary amount for daily use

2. Purchaser and Final Consumer Belong to Different Subunits

Who	Responsibility	Description
Purchaser	Purchases the toxin for subunit A	Is authorised to purchase toxins from outside the University
Purchaser or Circulation of toxins representatives	Passes on the toxin to subunit B	Is authorised to obtain toxins from inside and outside the University
The person who accepts it = purchaser or circulation of toxins representative	Takes over the toxin on behalf of subunit B	Is authorised to obtain toxins from inside the University
Final consumer	Uses the toxin in subunit B	Expert user, obtains no more than the necessary amount for daily use

Whenever a toxin is used, another person with expertise and first-aid know-how must be present.

Section 46 para. 2 of the Chemicals Act

Documentation

Documentation of Toxins within a Subunit

Who	Content of records	Role
Purchaser (Person authorised to purchase toxins)	1. name of the toxin 2. stored stock of each toxin arranged in order of size 3. amount of each manufactured and purchased toxin 4. reference to a receipt documenting the purchase 5. date of purchase 6. name of supplier 7. each time a toxin is transferred: a. name of the toxin b. amount of toxins transferred c. name of the purchaser d. authorisation of purchaser e. date of transfer 8. in case of use: used amount and purpose; in case a toxin has been further processed, also indicate the names of the products generated thereby (chemical designation, trade name) and the amount of each toxin used	Purchaser from manufacturer
Final consumer	1. name of the toxin, used amount and purpose; in case a toxin has been further processed, also indicate the names of the products generated thereby (chemical designation, trade name) and the amount of each toxin used	User

Documentation of Transfer of a Toxin to Another Subunit

Who	Content of records	Role
Purchaser Subunit A (Person authorised to purchase toxins)	1. name of the toxin 2. stored stock of each toxin arranged in order of size 3. amount of each manufactured and purchased toxin 4. reference to a receipt documenting the purchase 5. date of purchase 6. name of supplier	Purchaser from manufacturer
Purchaser Subunit A (Person authorised to purchase toxins or circulation of toxins representative)	1. name of the toxin 2. amount of toxins transferred 3. name and address of purchaser 4. authorisation of purchaser 5. date of transfer	Person who puts the toxin in circulation internally
Person who takes over the toxin Subunit B (Circulation of toxins representative)	1. name of the toxin 2. amount of toxins purchased 3. transfer date 4. name of supplier 5. each time a toxin is transferred: a. name of the toxin b. amount of toxins transferred c. name of the purchaser d. authorisation of the purchaser e. date of transfer 6. in case of use: used amount and purpose; in case a toxin has been further processed, also indicate the names of the products generated thereby (chemical designation, trade name) and the amount of each toxin used	Internal purchaser
Final consumer Subunit B	1. name of the toxin, used amount and purpose; in case a toxin has been further processed, also indicate the names of the products generated thereby (chemical designation, trade name) and the amount of each toxin	User