



## **Regulation to access and operate to the "Preparation of Ceramics and Glass" Laboratory MO26-00-007-around the Engineering Department "Enzo Ferrari" - DIEF**

These rules are addressed to faculty members and DIEF technicians as well as to temporary staff (research fellows, PhD students, scholarship holders, thesis students, visitor guests, etc.), of hereinafter referred to as the 'worker', who carries out laboratory activities.

### **Access to laboratories**

For "*Italian workers*" access to the laboratories is determined by passing the distance learning courses (FAD) Sicurmore (14h):

Module 1 - General Training

Module 2 - Specific Training: low risk

Module 3 - Specific Training: medium risk

accessible at <http://dolly.sicurezza.unimore.it/> using your UNIMORE email access credentials. For all workers who attended the course before 31/12/2013, updating is required.

The "*foreigner workers*" **MUST ATTEND** the distance learning courses (FAD) in English by the follow link: <http://www.spp.unimore.it/site/home/spp/fad-sicurmore.html> . The certificate **must be given** to the tutor before beginning the stage/training in our laboratory.

**READ AND FOLLOW** the rules indicated below.

### **General rules of conduct to access and operate in the laboratory**

The specific training of the worker in laboratory activities and the use of the tools/instruments **are the responsibility of the scientific tutor of the temporary staff.**

In general:

- access to the laboratory **must be authorized by a scientific tutor** who will have to indicate to the laboratory contact person the activity that will be carried out, the chemical products that the temporary staff plan to use and the access period. The access to the laboratory is subordinate to the possession of a magnetic access card.

Besides, it is important sign in, indicating the name, position and access period, the sheet present in the laboratory (ask the laboratory reference person) .

- it is forbidden **for unauthorized personnel to access** the laboratory.
- it is mandatory to use the **appropriate personal protective equipment- PPE** (white coat, protective glasses/goggles, gloves, etc.) during laboratory activity;
- it is forbidden to consume food and drinks in the laboratory;
- it is forbidden to touch chemicals with hands (use the special spatulas, tongs, rods, etc.);
- it is forbidden to withdraw liquids by aspirating with the mouth (use the appropriate pipettes);
- it is forbidden to leave chemical reactions or electrical equipment in operation unchecked;
- it is forbidden to leave electrical equipment in operation after the closing time of the Department without the authorization of the scientific tutor;
- it is mandatory to work under an extractor hood during the use of: acids, bases and solvents, dangerous substances and in the event of gas development;
- it is mandatory to use the glove box when handling dusty samples, leaving it clean after use;
- it is mandatory to carefully read the label on the chemical product containers before use and consult the relevant safety data sheet available from the manufacturer's website or with your phone by QR code on the packaging;
- Every day, at the end of the work, it is mandatory to close the chemical product containers, clean the worktops and glassware;
- at the end of the working day, it is mandatory to place the chemicals used in the special cabinets located in the laboratories, (ground floor room MO-26-00-007 or MO-26-00-014) or Flammable Depot (external bunker DIEF);
- it is mandatory to label the products, containers, samples with the names of the substances contained and the danger codes associated with them according to the CLP community regulation; in order to recognize them even after the end of the research / thesis



- it is forbidden to leave glass and / or bulky or heavy objects on the shelves; they can break if fall.
- it is necessary to recover the waste substances in the appropriate containers, respecting the WEC codes. If in doubt, contact the laboratory contact person (Ing. Fernanda Andreola - 6237). Before finish the trainingship activity it is necessary to dispose of the waste produced to the laboratory ask to DIEF contact person for waste disposal (Ing. Fernanda Andreola – 6237);- the delivery of a waste to the DIEF contact person for disposal must be accompanied by the "waste delivery form" signed by the scientific tutor;
- it is mandatory to immediately report to the scientific tutor and / or the laboratory 's responsible any situations which, in the judgment of the worker, could pose a risk to their own health or to that of other laboratory users;

### **Specific standards for the Ceramics and Glass Lab**

If necessary, each worker will be assigned the following material at the beginning of his/her activity:

- cabinet or drawer (to store the materials prepared and / or to be characterized)
- laboratory protective goggles (in case it is necessary for handling and preparation)
- protective mask (in the case of manipulation of dusty and / or hazardous materials on inhalation);
- disposable gloves

This material must be returned to laboratory contact person at the end of the activity period (Ing. Fernanda Andreola - 6237).

### **Rules for the request of chemicals / solvents / consumables**

The chemicals present in the reagent closet must be requested to the laboratory contact person (Ing. Fernanda Andreola - 6237) who will record the type and quantity of chemical product delivered to the applicant, who will be responsible for it until the return. The same procedure should be followed to request for the glassware, sieves, and others consumables,.....

When chemicals / solvents / consumables are exhausting must be reported to the scientific tutor in order to ensure timely supply.

### **Rules for the use of scientific instruments**

It is mandatory to book or record the use of each scientific instrument presents in the laboratory. **A virtual booking system is active through the "Google Calendar" web service (<http://www.google.com/calendar>)**

It is the responsibility of the scientific tutor to instruct the temporary staff to use only previously booked equipment. The system is enabled for the following instruments: ovens, optical microscopes, indenter, abrasimeter, cutters and lapping machines, press, ball mills, water and oil thermo-stabilized bain incubator, climate camera.

In case of malfunction or breakage of the instrumentation **IS MANDATORY TO PROMPTLY REPORT to the instrument's referents or to the Laboratory Person Contact to repair / restore the instrumentation.**

For clarifications, information and anything not expressly regulated, in addition to referring to common rules of common sense, it is mandatory to contact the laboratory contact person (Ing. Andreola - 6237).

**The access to the laboratory is allowed from Monday to Friday from 9:00 to 18:00. PERMANENCE IS FORBIDDEN outside opening hours unless in agreement with the scientific tutor who must be present in the Department or notify to Laboratory Manager (Prof. L. Lusvarghi).**

The Laboratory Manager

The Laboratory Contact person

Prof. Luca Lusvarghi

Ing. Fernanda Andreola

Date .....

Name and surname and signature for acknowledgment and acceptance .....