

Safety rules and general regulations for use, access and behavior guidelines - Laboratories of the Department of Precision Medicine

Personnel involved. This rule and regulation apply to all laboratories of the Department of Precision Medicine, located in Via de Crecchio, as well as in Via Pansini, 5, Building no 3 as well as in AORN dei Colli - Monaldi prof. E. Durante Mangoni.

1. Responsible personnel for the laboratories - The Director of the Department is responsible for the goods and equipment present in the laboratories.

2. Laboratory representatives - Each laboratory is coordinated by a Referent/Manager (RADOR) who coordinates the activity of the Laboratory and in particular its maintenance, renewal and use of equipment.

3. Access and Use of the Laboratories - Access to and use of the Laboratories is allowed to permanent employees of the Department, to researchers and to grant holders, as well as to graduate (PhD) students, and assignees of the Department, upon request for authorization. The use of the laboratories is allowed to undergraduates, subject to authorization by the laboratory representative, countersigned by the Director of the Department, upon motivated request of the thesis supervisor, who assumes the role of guarantor of the research and the activities carried out at the inside the laboratory and will be responsible to inform the applicant of this regulation. Laboratory visitors must have adequate insurance coverage covering the potential damages deriving from the frequency of the Department and from the use of the laboratory spaces and equipment. Before the authorization to use the laboratories is released, the laboratory representative will have to ascertain the validity of the "visitor" insurance coverage. Access to and use of the laboratories is subject to receiving adequate training relevant concerning safety rules and how the equipment works. These rules are to be followed throughout planned scientific activities. Knowledge and understanding of the procedures must already be acquired and explicitly declared at the time of the authorization request. In the case of Students, this training must result from a specific description in the record book of lessons, signed by the teacher, and certification of attendance, countersigned by both the teacher and the student. Users must ensure compliance with the normal hygiene rules and care and organization of the material used. The equipment present in the laboratories cannot be moved without the authorization of the contact person/manager of the laboratory. Any portable equipment may be used outside the laboratories



only upon written request and authorized by the contact person/laboratory manager and the Director of the Department. The consignee of the asset will use the equipment only for the time strictly necessary for the completion of the task within his/her research plan.

4. Documentation of the activity carried out - Research activity will be documented by sending the list of publications and relevant theses accomplished by means of the activities carried out in the Lab. The head of the Laboratory will make available for the Department a comprehensive list of the activities carried out herein and the relevant publications to be periodically updated.

5. Safety rules – All authorized personnel working in the laboratories are strictly required to know relevant risks related to the specific activities they perform and must receive adequate training from the reference persons. Anyone working in the laboratory is required:

- a) To adopt appropriate clothing, possibly including having tied hair to avoid getting caught in moving parts.
- b) To use the machinery, equipment, tools and other work equipment, according to the instructions received.
- c) To not remove or modify safety device or operations, warning or control devices, without authorization.
- d) To use in the appropriate manner the individual protection devices made available;
- e) To report immediately to the Teacher/Tutor/Personnel in charge, any faults or anomalies that may be detected, as well as any other dangerous conditions that may be discovered.
- f) To refrain from undertaking any initiative, operations or maneuvers that are not within individual competence, or for carrying which there have been received no specific training, or that may compromise safety of the operator and/or of the others.
- g) Label secondary containers in case of decanting from original containers.
- h) Label the waste containers as appropriate.

6. Evaluation of Interference risks - In the case of assignment of works, services and supplies (except for services of mere intellectual nature, supplies of materials or equipment and for the accomplishment of tasks or services whose duration does not exceed two days and which does not involve exposure to carcinogens, biological, physical/mechanical, explosive atmospheres or particular risks such as e.g. works at height or exposure to ionizing radiation), as well as assignments to external companies (excluding outsourcing for maintenance), the supervisors

must mandatorily evaluate the opportunity of drafting a Single Document for the Assessment of Interference Risks (DUVRI), according to current law.

7. Waste management - For the correct disposal of the waste deriving from the research/teaching activities, please refer to Dr. Patrizia Lombardi for the Via de Crecchio office and to the dott. Concetta Tuccillo for the Via Pansini Building 3 - **Waste Contact Officers** - who are responsible for the correct execution of the operations including the identification of the waste throughout the correct handling and temporary storage.