



## HEIDELBERG UNIVERSITY

# OPERATING INSTRUCTIONS FOR GENETIC ENGINEERING OPERATIONS

## CONTAINMENT SAFETY LEVEL 1

Facility number: **UNI.HD.**

Scope: Im Neuenheimer Feld 267, 3. & 4. floor

The rooms must be marked with the following signs:

“Gentechnik-Arbeitsbereich der Sicherheitsstufe 1” (*Genetic engineering work containment safety level 1*) and  
“Zutritt nur für berechnigte Personen!” (*Access restricted to authorized persons*)

Project supervisor:

Prof. Dr. Dirk Grimm

Tel.: 54-51331

Biosafety Officer (BBS):

Dr. Janausch

Tel.: 54-12380

Technical emergency numbers:

Theoretikum

Tel.: 54-4444

Defects (Störstelle)

Tel.: 56-5111

Central technical services (Leitwarte)

Tel.: 54-7272

Occupational medical services:

INF130.3

Tel.: 56-8966 or 56-8970

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### HAZARDS TO HUMAN HEALTH AND ENVIRONMENT

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Genetic engineering operations that do not present any hazard to human health or the environment according to current scientific knowledge are classified as safety level 1.

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### PROTECTIVE MEASURES AND RULES OF CONDUCT

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Wear protective  
clothing



Wear eye  
protection



No smoking



No food or drinks



No unauthorized  
access

Genetic engineering operations may only be carried out by qualified employees who were instructed by the project supervisor before conducting such work for the first time and received specific instructions for the relevant workspace once a year (must be confirmed by signature).

In addition to the **General Laboratory Regulations** of Heidelberg University, employees must adhere to the **principles of good microbiological practice (TRBA 100)**. Specifically, this means:

- Keep doors and windows closed during operations.
- Wear laboratory coats, protective goggles and, if required, disposable gloves inside the containment.

- Eating, drinking, smoking and applying makeup is prohibited. It is also not permitted to keep food, beverages or cosmetics inside the rooms.
- Storage of normal clothes, bags or similar inside the work space is prohibited.
- Keep the laboratories clean and tidy. Only keep the necessary materials at workstations. Consumables should be stored away in cupboards and storage rooms.
- Use pipetting aids.
- Avoid aerosol formation.
- Use cannulas and pointy or sharp objects only if absolutely necessary.
- Discard cannulas and pointy or sharp instruments in impenetrable containers that can be closed tightly (sharp boxes). Do not place cannulas back into their covers.
- Wash and/or disinfect hands after completing work and before leaving the laboratory (skin protection plan).
- Do not wear any jewelery below the elbow for work that requires hand disinfection (watches, wedding rings, piercings, etc.). Keep fingernails short.

All genetic engineering operations must be documented.

### **TRANSPORTATION AND WASTE DISPOSAL**

Genetically modified organisms (GMO) and contaminated waste may only be transported in break-proof, tightly closed, disinfected and labeled containers, even if transported within the facility. The containers must be disinfected regularly.

All GMO-contaminated waste must be autoclaved in room .

### **ACCIDENTS**

Cordon off contaminated areas, soak up spilled biological material and treat affected areas immediately with a suitable disinfectant.

Disinfect contaminated skin with an alcoholic disinfectant.

Rinse eyes and mucous membranes thoroughly under running water.

Take the usual first aid measures to treat injuries. Present affected persons to licensed specialist for occupational accidents (Durchgangsarzt) and inform specialist of biological agents used.

Every accident must be reported to the project supervisor and, in case GMOs were involved, to the Biosafety Officer (BBS).



**First aid kit in room**

**Fire department emergency call**

**112 (from any telephone)**

**Specialist for occupational accidents (Surgery)**

**56-6220**

**Specialist for occupational accidents (Kopflinik)**

**56-7211**

Entered into force by: signature Prof. Dr. Dirk Grimm on: Heidelberg, August 2024