

## Regulation and Guidelines of SPST Laboratory Areas

In order to further strengthen the laboratory safety management, improve the management of University-School-Laboratory, and create a safe experimental working environment, herein regulation and guidelines for all SPST laboratory areas is announced according to the documents of the Ministry of Education on Strengthening the Laboratory Safety Work in Colleges and Universities (JIAO 2 JI HAN [2019] 36) and the Interim Measures for Laboratory Safety Management of Tianjin University (TIAN DA XIAO ZI CHAN [2016] 7). The students and researchers must keep SAFETY FIRST in mind and the following regulations must be strictly implemented.

1. Laboratory personnel need to organize experiments in the safest possible manner to ensure all reactions are carried out under proper supervision. In general, overnight reactions are not allowed; if the laboratory finds overnight reactions absolutely necessary, approval from the SPST safety committee is required. Even with such permission, at least two laboratory personnel are required to be in the lab to supervise the reaction all night. However, in general, unsupervised/unattended overnight reactions are prohibited in the laboratory.
2. Experimental waste must be properly classified and stored in designated appropriate solvent cabinets or otherwise appointed specified areas.
3. While working in the fume hood, the hood level must be at the designated level and not maximally open, in order to protect face/upper body while working. When work in the fume hood is complete, the sash must be pulled to the lowest position and the lights inside switched off. These procedures ensure most energy-saving operations of the ventilation system.
4. The last personnel leaving the lab are required to carefully close down the laboratory, including, for example, switching off all

instruments/equipment (e.g. ovens, chillers, vacuum pumps, UV lamps) and turning off lights, air conditioners, water faucets, etc.

5. Heating guns are **not** allowed in the laboratory. **Specifically:** heating guns are NOT ALLOWED to heat vessels with solvent inside. In case that hot guns are needed for special procedures, permission of the safety committee must be obtained, and the hot gun used only in an appointed safety area.
6. Absolutely NO food or drink is allowed in the laboratory. No extension cords are allowed without approval. No short pants, dresses/skirts, slippers/open-toed shoes, or untied long hair, are allowed in the laboratory. It is a prerequisite for anyone in the laboratory to properly wear PPE regardless of what they are doing in the laboratory. Those found with unregulated dresswear will be required to leave the laboratory.
7. All labs need to set up a cleaning duty list for the laboratory. Shared laboratory spaces need to also have a shared cleaning duty list. Keeping the shared space in the laboratories (including the instrument rooms) and individual working space clean is required. All bottle chemicals and reagents must be labeled and neatly arranged.
8. All labs are required to keep the laboratory safety manual current and up to date, with honest update information. Laboratories should have a designated laboratory safety manager to fulfill these duties, which can be on a rotating basis, and the name of the faculty advisor and the safety manager listed in the safety book. Faculty should be checking these regularly and discussing safety in their weekly group meeting.
9. Please refer to relevant regulations of both TJU and SPST for any issues not covered here.

SPST will arrange irregular inspections of the laboratories and score each personnel working place (including the fume hood). The laboratory safety check used by the safety committee needs to be inserted into the laboratory safety book with each inspection. Laboratories that fails to pass any inspections more than twice in one

semester, shall lose the chance of applying for the awards and scholarships during that semester and risk having the laboratory closed for cleanup and further inspection.

School of Pharmaceutical Science and Technology

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## 药学院实验室安全管理要求

为进一步加强实验室安全管理，健全完善“校院系”三级管理体系，创造安全的实验工作环境，根据《教育部关于加强高校实验室安全工作的意见》（教 2 技函〔2019〕36 号）、《天津大学实验室安全管理暂行办法》（天大校资产〔2016〕7 号）等文件精神，制定学院各实验室安全管理规范，要求实验操作人员必须严格遵守实验室各项规章制度，树立“安全第一”的理念和意识，科学规范开展实验，杜绝实验室安全事故发生。

1. 实验人员要以最安全的方式合理安排实验，原则上严禁做脱岗过夜反应。如果实验确实需要过夜，首先向学院安全委员会提出申请，经批准同意后方可进行，且过夜反应要保证实验室内至少有两人以上整晚全程监管。实验过程中严禁脱岗。
2. 实验废弃物要妥善分类，并存放于安全溶剂柜中或指定的安全地点。
3. 在使用通风橱时拉门不可开到最大，应保持在合适位置。实验结束离开时，须将通风橱拉门拉至最低位置，并关闭橱内照明灯，确保通风系统处于节能运行状态。
4. 最后离开实验室的人员务必仔细检查，例如通用仪器（如烘箱、制冷器、真空泵、紫外灯）要处于关闭状态，并关灯、关空调、关水。
5. 实验室内不得使用电热吹风。特别指出严禁用电热吹风加热盛有溶剂的容器。如实验确实需要使用电热吹风，需得到学院安全委员会的许可，且电热吹风必须在指定的专门安全区域进行操作
6. 实验室内严禁喝水、吃东西，严禁私自拉接电线，严禁穿短裤、裙子、露脚趾鞋，严禁披发等进入实验室进行实验操作。任何进入实验室的人员必须佩戴好个人防护用品（PPE）。穿着不符合规定的人将被要求离开实验室。
7. 各实验室（包括公用实验室）要建立卫生值日制度，明确责任人，保持实验室公用区域（含公共仪器室）和个人实验台的整洁。所有盛装药品和试剂的容器瓶均要有清晰标签、并摆放整齐。
8. 各实验室的安全记录本内容必须真实且及时更新，实验室应有指定的安全员履行这项工作，安全员可轮流担任，导师和安全员的姓名应在安全记录本上列出。导师应定期检查这些问题，并在每周的小组会议上讨论安全问题。

9. 其它未尽事宜，参照校、院两级相关安全管理条例和规范执行。

学院将对实验室进行不定期检查，并对个人实验区域（包括通风橱）进行评分，每次检查结果在安全记录本中记录，需要限期进行针对性整改。对于每学期检查累计超过 2 次不合格的实验室，取消相关责任同学在该学期的评奖评优。对于情节严重的，实验室将停用整顿，整顿合格后方可重新使用实验室。

药物科学与技术学院

年 月 日