

GENERAL LABORATORY REGULATIONS

**of Hof University of Applied Sciences
as internal guidelines
in accordance with
the employer responsibility
of the university management**

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1. Goals

The General Laboratory Regulations establish the general framework conditions and specifications for work in the laboratory.

Special laboratory regulations are established in a timely manner for the individual laboratories to which the specific handling and protective procedures and accident prevention measures relate. These special laboratory regulations form part of these General Laboratory Regulations.

The present General Laboratory Regulations, in conjunction with the special laboratory regulations, aim to ensure that laboratory use is in accordance with working safety, environmental protection, and economic efficiency.

These objectives are fundamentally achieved through careful, competent, and purposeful use of materials, equipment, facilities, and appliances as well as through the economical use of energy, water, and other resources. They should ensure that:

- The health and physical well-being of laboratory users and visitors are maintained and accidents are prevented;
- The laboratories can be used effectively for teaching and research as well as for the transfer of knowledge and technology; and
- Damage to the environment is minimized.

2. Scope and legal bases

The present General Laboratory Regulations apply for all users (including guests) of laboratories at Hof University of Applied Sciences, while the special laboratory regulations for all users are limited to the respective laboratory.

The individual special laboratory regulations are based on the accident prevention regulations (UVV – Unfallverhütungsvorschriften) and in particular the accident prevention regulations for laser beams (GUV 2.20); the guidelines for laboratories (GUV 16.17); the German ordinance on hazardous substances (GefStoffV – Gefahrstoffverordnung); other generally recognized safety, occupational health, and hygienic regulations; ergonomic knowledge; and other applicable provisions.

3. Organization

In accordance with the proposal by the senate, a laboratory director should be appointed for each individual laboratory, and this individual should be given employer responsibility by the university management. The laboratory director is responsible for the structure and organization of the laboratory design and use, operability and safety of laboratory equipment, and compliance with the regulations for accident prevention.

In particular, the laboratory director shall, as part of the employer responsibility granted to them for the specific laboratory, issue special laboratory regulations in a timely manner and ensure that these are kept up to date.

The (scientific) director can assign the technical and organizational support of the laboratory to a laboratory engineer allocated to the respective laboratory.

4. Use

Users should take note of and observe the present General Laboratory Regulations and the applicable special laboratory regulations for the respective individual laboratory. They must sign the instruction form available in the respective laboratory to confirm that they have taken note of the regulations.

Students and attendants may only carry out work that follows the instructions issued to them. Directions from the laboratory director, laboratory engineer, or one of these authorized persons must be strictly followed.

Right of use can be denied if there is a serious violation of these General Laboratory Regulations and/or of the regulations for the respective individual laboratory or if the technical facilities are not appropriate for the intended use or are reserved for special purposes (in particular for teaching purposes).

The laboratories are available for people who can use these rooms and the related equipment for the purposes of teaching according to the German higher education act (HRG – Hochschulgesetz), in accordance with an approved ancillary activity, or for the transfer of knowledge and technology according to the Bavarian University Law.

Use in accordance with section 22 of the regulations for ancillary activities (BayHSchLNV – Hochschullehrernebentätigkeitsverordnung) must be made known to the responsible laboratory director, head of the board of directors, and the personnel and budgeting department. The use of staff appropriations and physical resources as well as consumables must be documented in a workbook on display in the respective laboratory.

It is the responsibility of the laboratory director to arrange the repair of damage to equipment, facilities, and devices; they may also delegate this to the laboratory engineer.

5. Entry into force

The General Laboratory Regulations come into effect when they are signed by the university management as per the decision of the board of directors.

The General Laboratory Regulations, together with the respective special laboratory regulations, should be displayed in the laboratories of Hof University of Applied Sciences.

Hof, (date)
President of Hof University of Applied Sciences

Hof, (date)
Chancellor of Hof University of Applied Sciences