

**Instruction of the Faculty of Pharmacy of Masaryk University
No. 7/2021**

**Operating Regulations of the Central
Laboratory of the Faculty of Arts MU**

(As amended with effect from 8 December 2021)

In accordance with Rector's Directive No. 10/2009 on the Organisation of Occupational Safety and Health at MU, I issue this Instruction.

Article 1

Subject of Modification

- (1) These operating rules set out the rules for the use of the premises of the Central Laboratory of the Faculty of Pharmacy of Masaryk University, the rules for the use of the instruments and equipment located therein.
- (2) The central laboratory is a workplace of the Dean's Office.
- (3) These operating rules also set out the rules for the loan of instruments from the Central Laboratory, the principles of correct handling and records of their loan and temporary/usual location.
- (4) The purpose of these operating rules is to ensure the safe and proper use of the instruments from the Central Laboratory and to define the principles of financing revisions, repairs, routine maintenance, or the purchase of new instruments.
- (5) These operating rules lay down the general rules for the use of instruments, but if the instrument is temporarily placed/borrowed at the workplace of one of the institutes, the operator/employee is also obliged to follow the operating rules of the specific institute.
- (6) Users are required to follow all written and verbal instructions from the building manager. The Building Manager will keep users informed of matters concerning the building, through notices delivered to users by email or other appropriate means.
- (7) Annex 1 to this Instruction is a list of tools and equipment, which lists the competent persons as referred to in Article 2 of this Instruction and the locations of the tools and equipment.

Article 2

Definition of Users and Responsibilities

- (1) Supervisor/Administrator of the Central Laboratory
 - a) Is the person responsible for the use of the Central Laboratory as such and for the use of the instruments that are borrowed from the Central Laboratory;

- b) They are obliged to check that records of the operation and loan of the equipment are properly kept; otherwise they have the right to demand that these records be completed.
- (2) Responsible person for the device:
- a) For each instrument, there is a responsible person who is liable for the operation and correct use of the specific instrument in accordance with the instrument's instructions.
 - b) Before using the device (especially when purchasing a new one), the responsible person shall receive a manual with which they are duly familiarised or trained by the supplier of the device.
 - c) Trains other laboratory/workplace personnel who will be working on the instrument.
 - d) Keep records of the operation of the instrument and the other personnel who will be working on them.
- (3) Other staff:
- a) Any person (employee, student of FaF) who is the responsible person of a specific device is properly trained and authorized to use it.
 - b) These persons are obliged to familiarize themselves with these operating rules and to comply with them, together with other sub-operating rules.
 - c) The list of these personnel is the responsibility of the liable persons, who are obliged to inform the Laboratory Administrator about these persons. The Laboratory Manager must have these records available for inspection when necessary.

Article 3

Rules for the Use of the Laboratory and Instruments

- (1) Only the persons listed in Article 2 of this instruction or persons for the purpose of maintenance, repair, import, removal, relocation are authorized to enter the laboratory with the consent of the Laboratory Administrator.
- (2) These operating rules are posted in the laboratory along with the fire alarm guidelines.
- (3) All persons referred to in Article 2 must be duly acquainted with these Operating Regulations.
- (4) It is forbidden to remove any equipment/apparatus/device from the laboratory without the permission and knowledge of the laboratory administrator.
- (5) Temporary or permanent placement of the instrument outside the central laboratory is possible on the basis of a Loan Agreement and is registered with the laboratory administrator. Each instrument has such a location indicated.
- (6) It is forbidden to use the equipment of the Central Laboratory for your own purposes (for your own profit).

Article 4

Final Provisions

- (1) This Instruction cancels the FaF MU Instruction No. 7/2021 Operating Regulations of the Central Laboratory of FaF MU, effective from 1 August 2021.
- (2) The interpretation of this Instruction is entrusted to the Secretary of the Faculty.
- (3) The HSE Manager in cooperation with the Laboratory Manager is responsible for the continuous updating of this Instruction.
- (4) The Laboratory Administrator is responsible for monitoring compliance with this Instruction.
- (5) This Instruction shall take effect on the date of signature.
- (6) This Instruction shall take effect on 8 December 2021.

Annexes:

No. 1 - List of instruments and liable persons

No. 2 - List of borrowed instruments

In Brno on 8 December 2021

prof. *PharmDr. Mgr. David Vetchý, Ph.D.*
Dean
signed electronically