



Access Authorization and Working Rules of Z23 Laboratory

Document Preparation Date: 23.12.2023

Effective From: 1.01.2024

Update Number: 00

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1.0 PURPOSE AND SCOPE

This document covers the necessary rules for authorization to access the relevant laboratory and work there.

2.0 RESPONSIBILITIES AND AUTHORIZATIONS

The responsible researcher and the director are accountable for laboratory access.

3.0 GRANTING LABORATORY ACCESS AUTHORIZATION

- To obtain laboratory access authorization, the request must be notified to the responsible researcher.
- The purpose of using the laboratories and the devices to be used must be notified to the responsible researcher.
- The researcher must undertake to comply with the general rules to be followed in laboratories.
- Must complete laboratory safety training.
- Notify the responsible researcher of the devices/tools intended for use in the laboratory. Obtain device usage training from the designated personnel before utilizing any device.
- It is taken as a basis that the researcher undertakes to comply with all necessary rules as of the date of access authorization.
- Researchers who do not comply with the rules are asked for defense by the responsible researcher.

3.1. GENERAL RULES IN LABORATORIES

- The Laboratory usage calendar in the laboratory must be filled in.
- Participating in general laboratory cleaning on the first Tuesday of each month.
- It should always be kept in mind that laboratories are environments where serious work is conducted, and actions that may disrupt order or pose danger should be avoided.
- No experimental equipment, chemicals and other materials should be touched in the laboratory unless the person in charge gives permission.
- It is forbidden to eat, drink and use laboratory equipment for this purpose in the laboratory.
- Smoking is strictly prohibited in the laboratory.
- Experimental work and use of equipment is only carried out in the way that the responsible person explains and demonstrates to you.



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- It is forbidden to access the laboratory without wearing an apron. It is forbidden to bring personal belongings such as coats, jackets, bags, etc. to the laboratory.
- It is forbidden to access and leave the laboratory without permission.
- While working in the laboratory, eye, and skin protective equipment such as goggles, face masks, gloves, etc. should be used according to the nature of the work.
- Closed shoes should always be worn as a precaution against chemical spills and broken glass.
- Contact lenses should not be worn in the laboratory unless authorized by the responsible person.
- Since long hair, dangling jewelry and loose clothing can cause danger in the laboratory environment, long hair should be pulled back, dangling jewelry should be removed and loose clothing should not be worn.
- The lab coat must always be closed. It is dangerous and forbidden to work with an open apron.
- Hands should be washed with soap and water before touching the face in the laboratory.
- All accidents and spills must be reported to the responsible person.
- After the experimental work is finished, the materials used, the experimental setup and the experimental bench must be cleaned with due care. Hands should be washed with soap and water.
- Dispose of experiment-generated garbage and waste by using the appropriate bins.
- If hazardous or toxic chemicals, which may cause contamination or environmental harm, are disposed of in the trash bins, notify the responsible researcher or inform the university cleaning staff to promptly remove the relevant garbage from the laboratory. Ensure swift removal of the garbage from the laboratory.
- Any chemicals, machinery/diagnostics and equipment belonging to the laboratory must not be taken out of the laboratory without the knowledge of the responsible researcher or director.

3.2. Penalties and Responsibilities

- It is taken as a basis that the researcher undertakes to comply with all necessary rules as of the date of access authorization.
- Researchers who do not comply with the rules are asked for a written defense by the responsible researcher.
- The defense received is forwarded to the director with the result of the responsible researcher's evaluation.
- The Director has the authority to impose penalties.
- Related penalties; warning, reprimand, removal of lab access authorization (temporary or permanent), leaving the research group.



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- It is mandatory to participate in a minimum of 80% of the laboratory general cleaning day in 1 year. 20% (including emergencies) failure to participate will result in the loss of laboratory access authorization.
- When warning and reprimand penalties are received 3 times, the lab access authorization (temporary or permanent) is taken away.
- When the lab access authorization is received 2 times, the lab access authorization is taken permanently.
- The director decides on the departure of the researcher whose lab access authorization is made permanent from the research group.

3.3. Laboratory Safety Training

- Interns, visiting researchers and researchers who will work in KUTTAM research laboratories are required to complete the Laboratory Safety Training from the online training platform of our university. You can use it to access the training.
address: https://onlineprograms.ku.edu.tr/courses/course-v1:KocUniversity+HR_03+2022_04/course/#
- After the training is defined, access authorization to the laboratories will be defined.
- The person who will receive this training for the first time must submit a training request to isg@ku.edu.tr for training identification.

3.4. Online Material Safety Data Sheets

- You can access the forms containing the technical specifications and safety information of the chemicals you use in KUTTAM research laboratories from this link. Especially for a chemical that you will use for the first time, you should review the MSDS form.
- You can use <https://drive.google.com/drive/u/1/folders/1cQkLHnt-oo0PvVxnn0hYKFIfTPaVpPP> for MSDS forms.

3.5. Accident - Injury - Near-Miss - Incident Report Form

- Accidents may occur in laboratories despite all precautions. It is the responsibility of researchers and faculty members to report these incidents to KUTTAM.
- Any accident, incident or injury that occurs under the roof of KUTTAM, no matter how minor, must be reported to the management within the first 24 hours. Only in this way can we examine and monitor accidents and implement preventive measures.
- In case of injury, first apply first aid and seek medical attention if necessary. Complete the form as soon as possible after the situation has stabilized or the injured person has been transported to a treatment center.
- Reporting EVERY accident, injury, near miss or safety incident that occurs at KUTTAM you must fill in the form at <https://isg.ku.edu.tr/bildirim-ve-bilgi-edinme/tehlike-kaza-ramak-kala-bildirimi/>.
- The "safety issues" section in the KUMobile application is also used for the same purpose. Those responsible will be automatically, and the report will be saved on a database.



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- For the website of our university's occupational safety department; <https://isg.ku.edu.tr/laboratuvarlar/laboratuvar-dokumanlari/>
- Emergency Telephone Line : 1122 on landline phones in laboratories
- [Accident - Injury - Near Miss - Incident Report Form](#)

PREPARED BY	RESPONSIBLE RESEARCHER	DIRECTOR
Dr. Nazente ATÇEKEN Postdoctoral researcher	Dr. Nazente ATÇEKEN Postdoctoral researcher	Assoc. Prof. Dr. Savaş TAŞOĞLU

I have read the relevant rules and I undertake to comply with them.

FULL NAME	HISTORY	SIGNATURE