

INSTITUTE OF ORGANIC AND BIOMOLECULAR CHEMISTRY  
AT THE UNIVERSITY OF GÖTTINGEN

**RULES AND REGULATIONS**

1. The **institute** is **open** Monday through Friday from 8.00 a.m. to 7.00 p.m. and Saturdays from 8.00 a.m. to 1.00 p.m. The caretakers (Hausmeister) are present during these times. Outside of these times, there is always someone present at the reception in the inorganic chemistry building (Tel.: 3024).
2. Research group members that are **present in the institute outside of these official times** require permission from the research group leader and must enter their name, building and room number in the booklet found in the basement (Level S) of the main building or the annex (Praktikumsgebäude). When leaving the building, the time of departure must be entered in the booklet.
3. **Experimental work** is to be conducted only when a second member of the institute is within calling distance. If this person is not familiar with the apparatus, he must be instructed as to the safety and emergency procedures prior to use.
4. Since **hazardous materials** in the sense of the Hazardous Material Ordinance (Gefahrstoffverordnung) are used in most laboratories, unauthorized persons are absolutely forbidden to enter the laboratories (responsibility for safety)!
5. Technical **failures** in the facilities such as with the water supply, in-house vacuum, hood ventilation and fresh air supply, heating, electricity, elevators/lifts, etc. should be reported to the caretakers (Hausmeister, Tel.: 4133) immediately. If they occur outside opening hours, they should be reported directly to the **central control room** (Zentrale Leitwarte, Tel.: 1171).
6. Many pipes have been installed in the buildings which are not always visible. In the case of construction work which requires changes in the walls, facades or permanent facilities, consultation with the safety supervisor (Sicherheitsbeauftragter, Tel.: 3320 or 3286), with the caretakers (Tel.: 4133), or with the director of the workshop (Tel.: 3216 or 3217) and the technical service (Betriebstechnischer Dienst) is necessary prior to beginning construction.
7. **Apparatus** which can be operated without continuous observation or experiments which must be run **overnight** or **over the weekend**, must be labeled with a sign. The name, address and private telephone number of the person responsible for conducting the experiment and a description of the chemical reaction, reaction temperature and duration must be noted on the sign.
8. Pressure resistant hoses with fabric in-lays must be used for the **cooling water for permanently installed apparatus**. The connections must be secured with appropriate hose cuffs. **Monitoring** the flow of the cooling water with a water-flow-detector is required. (**Obstacles** such as cords and hoses, cans filled with solvents, etc. on the floor must be avoided.) If it is not possible to lay cords and hoses in a secure manner, then appropriate 'bridges' must be set up.
9. Everyone working at the institute is required to use the **inventory and technical facilities carefully**. All objects belonging to the institute are registered and are not to be removed from the facilities without prior consultation with the safety supervisor or Mr. Senge (Tel.: 3220). **Damaged items or damage to the technical facilities are to be reported to the caretakers (Hausmeister) and the department head immediately.**
10. Hazardous materials, compressed gas cylinders, and liquid gases in Dewar vessels etc. must be transported in the freight elevator/lift.
11. All **orders for chemicals** must go through Mr. Schrommek or Mr. Tucholla in the chemical storage room (Chemikalienausgabe, W110a, Tel.: 3205).
12. Bicycles are not to be parked in laboratories or hallways.
13. Running the institute requires enormous expenses for energy, water, chemicals, gases, rent for compressed gas cylinders, telephones, copies, etc. All members of the Institut are required to work extremely **economically!** In addition, those who leave the institute must have all borrowed items (equipment, books, keys, etc.) checked and signed off the available list (Laufzettel).
14. Safety supervisors: Frank Hambloch, Tel.: 3220, (Room P35/36)  
Dr. Sergei Kozhusukov, Tel.: 3286, (Room H306)

Göttingen, December 1st, 1994/ supplemented and modified May 12th, 1999.

Prof. Dr. L. F. Tietze  
(Director)