

Appendix V to the General Laboratory and Workshop Regulations of the University of Vienna

Handling Toxins

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Introduction



Even when handled carefully, it should always be assumed that a substance might be harmful under certain unfavourable conditions. The potential toxic effect is determined by the dose, type and duration of exposure. The GHS symbol and the safety data sheet will inform you of the right way to handle a substance.

Handling toxins that are categorised as acutely toxic based on the legal classification requires compliance with additional legal stipulations concerning safety and health. The legal provisions are laid down in the Austrian Chemicals Act (**ChemG**) and the Austrian Toxins Ordinance (**GiftVO**), both as amended.

A substance is considered toxic as stipulated by [section 35 of the Chemicals Act](#) if it is labelled with the following symbols or hazard statements.

Degree of toxicity	<i>"Acute toxicity" categories 1 or 2</i>	<i>"Acute toxicity" category 3</i>	<i>"Specific target organ toxicity (single exposure)" category 1</i>
GHS pictogram			
H phrases (at least one)	"Fatal if swallowed" (H300)	"Toxic if swallowed" (H301)	"Causes damage to organs (state all organs affected, if known) (state route of exposure if it is conclusively proven that no other routes of exposure cause the hazard)" (H370)
	"Fatal in contact with skin" (H310)	"Toxic in contact with skin" (H311)	
	"Fatal if inhaled" (H330)	"Toxic if inhaled" (H331)	

Former toxin labels

Degree of toxicity	<i>Toxic</i>	<i>Highly toxic</i>
Pictogram		

Toxins and Teaching

Inexperienced students may only work with toxins when instructed and supervised. Only the respective supervisors may turn over toxins to the students.

Poisons Information Centre

The hotline number of the Austrian Poisons Information Centre must be visibly displayed in all rooms in which toxins are handled or stored.

+43(0)1 406 43 43 0

Special reporting duty:

In case a toxin is missing or has been mistakenly dispensed, the municipal department must be notified.

[Section 48 of the Chemicals Act](#)

Certificate for the Purchase of Toxic Substances

The certificate for the purchase of toxic substances is issued by the Rectorate upon request by the faculty/centre. Anyone entitled to purchase toxic substances must be reported to the competent authority. The certificate will remain valid for as long as that person's first-aid training is valid.

Prerequisites for acquiring a certificate for the purchase of toxic substances:

1. Expert Knowledge

Only employees who have completed the necessary trainings stipulated by [section 4 of the Austrian Toxins Ordinance](#) are eligible. These trainings may include a completed degree programme:

- in Pharmacy
- in Chemistry or Technical Chemistry including the teacher education programme
- in Biology.

Further options include:

- completion of a college for higher vocational education or a school for intermediate vocational education specialising in Chemistry
- completion of an apprenticeship as a chemical laboratory technician or a chemical engineering technician
- training as a medical lab technician
- expert training according to the stipulations of appendix 4 of the Austrian Toxins Ordinance.

2. First Aid

The respective first-aid skills can be documented by a first-aid certificate in accordance with the Austrian Workplaces Ordinance or the “Chemical Accidents – First Aid in the Laboratory” course.

3. Instruction

An instruction in “How to Correctly Handle Toxins” is mandatory within the University. The initial instruction is provided by the Human Resources Development unit. Refreshment course via Moodle.

Circulation of Toxins

The process description for putting toxins in circulation within the University and documenting it can be accessed by employees of the University of Vienna on the Intranet page of Health, Safety and Security under the tab “Arbeitsstoffe” (workplace substances; login required).

Storage of Toxins



Storage of Toxins

Toxins must be stored in locked storage rooms inaccessible for unauthorised people or in an appropriately designed safety cabinet to protect them from being handled by anyone not authorised to do so. The safety cabinet must be firmly installed and protected from unauthorised access through a locking facility.

Joint Storage Prohibition

Toxins may not be stored together with medicines, food stuffs, narcotics, animal feed or any other goods fit for human or animal consumption nor with flammable substances.

Labelling Storage Areas/Locations

Hazard warnings	
	
Valid only until 1 July 2024.	

Disposal of Toxins

Substances and mixtures (e.g. mixed solvents) that contain toxins as laid down in section 35 of the Austrian Chemicals Act must be labelled as such and treated as hazardous substances. Their disposal must be organised in accordance with waste disposal management.

Documentation Obligation and Balancing (Annual Toxin Record)

Anyone who uses toxins must document the origin and use of each toxin, indicating the following:

1. name of the toxin
2. amount of toxins purchased
3. reference to a receipt documenting the purchase (delivery note, invoice, etc.)
4. date of purchase
5. name of supplier
6. amount used and purpose.

In case a toxin has been further processed, also the names of the products generated thereby (chemical designation, trade name) and the amount of each toxin used must be indicated.

Documentation of the use of toxins may not be completed exclusively in electronic form because it is impossible to prevent or recognise the manipulation of these data.

The use of electronic documentation in combination with filing hard copies of the respective documents (delivery notes, invoices, handover certificates) is admissible only if it is ensured that a third party can assess the completeness of documentation: invoices must be dated and numbered consecutively.

Documentation in the form of a bound book is preferred.

Once a year, the remaining amount of each toxin must be reported (annual toxin record).

For each toxin, the respective amounts of the following items must be recorded:

- purchased quantities
- manufactured and supplied quantities
- quantities of each toxin that remain in storage.

The purchaser of the toxins is responsible for recording quantities and keeping the annual record. For this reason, all records made by the final consumer must be transferred back to the purchaser so that they can complete the record indicating also remaining quantities.

The stated records and documents must be kept for seven years dating from the most recent entry in the accounts.

[Section 9 of the Toxins Ordinance](#)

[Section 43 para. 1 of the Chemicals Act](#)