

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

Handling Toxins / Process Description

Purchaser of Toxins

Only employees of the University of Vienna who have been issued a certificate for the purchase of toxic substances by the Rector are authorised to purchase toxins.

Functions Related to the Circulation of Toxins within the University of Vienna

Function	Description	Function area	Appointed by
Person authorised to purchase toxins	Purchaser from manufacturer	External and internal function	Rector
Circulation of toxins representatives	Intra-University purchaser	Internal function	Head of organisational unit
Final consumer	User, obtains no more than the necessary amount for daily use	Internal function	-

Circulation of Toxins Representative

Circulation of toxins representatives are employees of the University who have the necessary skills in handling toxins, have a valid first-aid certificate and have completed a training in the “Correct Handling of Toxins”.

They are appointed by the head of the organisational unit and their appointment must be reported to the Rectorate.

Final Consumer

Final consumers are all those who work with, transport, store and dispose of the toxic substance. Final consumers must also have expertise in handling the respective toxin. This expertise may be documented by a training in accordance with section 4 of the Austrian Toxins Ordinance or an instruction on how to handle the respective toxin.

If such an instruction of final consumers becomes necessary, the circulation of toxins representative can be the one to instruct them.

In case the identity or authorisation of the final consumer must be doubted, the toxin may not be handed over to them.

Handing over Toxins to the Final Consumer

Whoever is in possession of toxins must make sure that they are handed over exclusively to people who may handle an acutely toxic substance autonomously and have the necessary expertise to do so.

At the University of Vienna, there are two possible ways to hand over toxins to the final consumer.

1. Purchaser and Final Consumer Belong to the Same Subunit

Who	Responsibility	Description
Purchaser	Purchases the toxin for subunit A	Is authorised to purchase toxins from outside the University
Final consumer	Uses the toxin in subunit A	Expert user, obtains no more than the necessary amount for daily use

2. Purchaser and Final Consumer Belong to Different Subunits

Who	Responsibility	Description
Purchaser	Purchases the toxin for subunit A	Is authorised to purchase toxins from outside the University
Purchaser or Circulation of toxins representatives	Passes on the toxin to subunit B	Is authorised to obtain toxins from inside and outside the University
The person who accepts it = purchaser or circulation of toxins representative	Takes over the toxin on behalf of subunit B	Is authorised to obtain toxins from inside the University
Final consumer	Uses the toxin in subunit B	Expert user, obtains no more than the necessary amount for daily use

Whenever a toxin is used, another person with expertise and first-aid know-how must be present.

[Section 46 para. 2 of the Chemicals Act](#)

Documentation

Documentation of Toxins within a Subunit

Who	Content of records	Role
Purchaser (Person authorised to purchase toxins)	<ol style="list-style-type: none"> 1. name of the toxin 2. stored stock of each toxin arranged in order of size 3. amount of each manufactured and purchased toxin 4. reference to a receipt documenting the purchase 5. date of purchase 6. name of supplier 7. each time a toxin is transferred: <ol style="list-style-type: none"> a. name of the toxin b. amount of toxins transferred c. name of the purchaser d. authorisation of purchaser e. date of transfer 8. in case of use: used amount and purpose; in case a toxin has been further processed, also indicate the names of the products generated thereby (chemical designation, trade name) and the amount of each toxin used 	Purchaser from manufacturer
Final consumer	<ol style="list-style-type: none"> 1. name of the toxin, used amount and purpose; in case a toxin has been further processed, also indicate the names of the products generated thereby (chemical designation, trade name) and the amount of each toxin used 	User

Documentation of Transfer of a Toxin to Another Subunit

Who	Content of records	Role
Purchaser Subunit A (Person authorised to purchase toxins)	<ol style="list-style-type: none"> 1. name of the toxin 2. stored stock of each toxin arranged in order of size 3. amount of each manufactured and purchased toxin 4. reference to a receipt documenting the purchase 5. date of purchase 6. name of supplier 	Purchaser from manufacturer
Purchaser Subunit A (Person authorised to purchase toxins or circulation of toxins representative)	<ol style="list-style-type: none"> 1. name of the toxin 2. amount of toxins transferred 3. name and address of purchaser 4. authorisation of purchaser 5. date of transfer 	Person who puts the toxin in circulation internally
Person who takes over the toxin Subunit B (Circulation of toxins representative)	<ol style="list-style-type: none"> 1. name of the toxin 2. amount of toxins purchased 3. transfer date 4. name of supplier 5. each time a toxin is transferred: <ol style="list-style-type: none"> a. name of the toxin b. amount of toxins transferred c. name of the purchaser d. authorisation of the purchaser e. date of transfer 6. in case of use: used amount and purpose; in case a toxin has been further processed, also indicate the names of the products generated thereby (chemical designation, trade name) and the amount of each toxin used 	Internal purchaser
Final consumer Subunit B	<ol style="list-style-type: none"> 1. name of the toxin, used amount and purpose; in case a toxin has been further processed, also indicate the names of the products generated thereby (chemical designation, trade name) and the amount of each toxin 	User