

REGULATIONS OF HYGIENE AND SAFETY FOR LABORATORIES IN THE SCHOOL OF CHEMISTRY

ARTICLE 1. This Regulation applies to all spaces within the School of Chemistry where experimental work is conducted, either for teaching or research purposes. These areas, for the purposes of this Regulation, shall be referred to as laboratories.

Compliance with this Regulation is mandatory for academic staff, administrative personnel, and students, and it does not exclude other applicable regulations.

It must be displayed in a visible place in each Laboratory in the School of Chemistry.

ARTICLE 2. The personnel working in each laboratory must be familiar with the warning systems, low-risk areas, evacuation routes, firefighting equipment, and safety measures in each laboratory, as well as the procedures established to respond to emergencies.

ARTICLE 3. Laboratories must be equipped, at a minimum, with the following:

- A master control for electrical power
- A first aid kit
- Fire extinguishers
- Adequate ventilation system
- Running water
- Drainage
- A master control for gas supply, where used
- Civil protection signs

All laboratories working with chemical substances (NOM-018-STPS-2015) must also have:

- Showers
- Eye wash stations
- Absorbent material for spills

ARTICLE 4. Each Department and Academic Unit of the School of Chemistry must appoint at least one safety officer.

ARTICLE 5. In undergraduate teaching laboratories, during experimental activities, no one should work alone. The minimum number of people should be two, and at least one of them should be an academic staff member of the Faculty.

For research laboratories, a minimum of two people must remain present, regardless of their appointment.

ARTICLE 6. It is mandatory to wear lab coats, safety goggles, and gloves when working in the laboratories; users are responsible for providing their own equipment. The use of contact lenses, loose hair, and open-toe shoes is prohibited.

ARTICLE 7. Smoking and consuming food or beverages in the laboratories are strictly prohibited.

ARTICLE 8. All areas where work with radioactive material is carried out must be clearly identified. To handle radioactive material, individuals must pass the required training course and obtain the corresponding dosimeter.

ARTICLE 9. Working with Genetically Modified Organisms (GMOs) requires notifying the Internal Biosafety Commission. The handling and proper disposal of these organisms must be carried out in accordance with each Department's internal regulations.

ARTICLE 10. When working with compounds containing sulfur, selenium, phosphorus, or any odorous substance, the Coordination of Safety, Prevention of Hazards, and Civil Protection must be informed. The handling of these substances must follow the recommendations provided in the corresponding safety data sheets available in each laboratory (NOM-018-STPS-2015).

ARTICLE 11. Access doors and emergency exits must always be clear and usable in case of any eventuality. The area's responsible person must ensure compliance with this article.

ARTICLE 12. Showers must function properly, have adequate drainage, be as far away as possible from electrical installations or controls, and be free from any obstacles hindering their use. The area's responsible person must verify compliance with this article.

ARTICLE 13. The location of master controls for electrical power and gas supply in each laboratory must be clearly indicated for easy identification.

ARTICLE 14. The piping in each laboratory must be marked in accordance with the corresponding Mexican official standard (NOM-0026 STPS 2008).

ARTICLE 15. Each laboratory must have a first aid kit. Its contents will be as follows: [the contents will be listed in a separate document, [LINK to the list](#)]. The responsible person will oversee its regular inspection.

ARTICLE 16. Fire extinguishers must be CO₂ and dry chemical type, as determined by the UNAM Department of Prevention and Firefighting. They must be periodically refilled in accordance with regular supervision results or after being used. If an extinguisher is used, it must be reported to the Coordination of Safety, Prevention of Hazards, and Civil Protection to obtain a temporary replacement extinguisher. The extinguisher must have the date of the last refill and the next maintenance date.

ARTICLE 17. All academic staff, administrative personnel, and students must be familiar with the established safety procedures for emergencies caused by fires, spills, or accidents. These procedures should be prominently displayed in each laboratory.

ARTICLE 18. Gas extraction systems must be kept free of obstacles or impediments to their proper functioning. Preventive or corrective maintenance should be provided when requested by the area's responsible person.

ARTICLE 19. The systems of running water supply and drainage must receive the preventive or corrective maintenance requested by the area's responsible person as soon as possible.

ARTICLE 20. The places where reagents, solvents, equipment, materials, culture media, and anything else related to or necessary for the proper functioning of the laboratories are stored will be subject to this Regulation in its entirety.

ARTICLE 21. Disposing of substances or materials down the drain, in municipal waste, or in the environment is strictly prohibited. All laboratories must have basic procedures for the proper disposal of waste and personnel responsible for its treatment.

ARTICLE 22. Direct pipetting of any liquid with the mouth is prohibited.

ARTICLE 23. At the end of daily activities, the responsible person or the corresponding professor in each laboratory must ensure that gas, water, vacuum, etc., valves are closed, and all equipment used is turned off. If any equipment needs to operate continuously, the precautions to be followed, as well as contact information for the responsible person, must be clearly and visibly indicated inside and outside the corresponding laboratory.

ARTICLE 24. Leaving experiments under reflux conditions overnight, during weekends, or during vacations is prohibited, except when a recirculation water system is available.

ARTICLE 25. In each laboratory of the School of Chemistry, the emergency telephone numbers to call in case of need must be displayed visibly and legibly.

ARTICLE 26. Shelves, bookshelves, and office furniture that could fall over must be secured. Empty or gas-filled cylinders must be individually secured to prevent accidents.

ARTICLE 27. Minors are not allowed to remain in the laboratory without written authorization from the area's responsible person.

ARTICLE 28. Any academic staff, administrative personnel, or students working in the laboratories must inform the responsible person or immediate supervisor if they have any illness requiring special attention that may cause incidents within the area.

ARTICLE 29. All certified Units, Centers, or Departments will be governed by the general regulations and complemented by their internal regulations.

ARTICLE 30. Any matters not specifically indicated in this Regulation shall be resolved by the Coordination of Safety, Prevention of Hazards, and Civil Protection, with support from the School of Chemistry's Directorate.

ARTICLE 31. Any alteration of safety conditions or non-compliance with this Regulation must be reported to the Coordination of Safety, Prevention of Hazards, and Civil Protection.

ARTICLE 32. Individuals caught misusing laboratory equipment, materials, installations, etc., or disregarding installed civil protection signs will be sanctioned according to University Legislation, depending on the severity of the offense committed.

ARTICLE 33. In the case of students, the applicable sanctions will be determined by the Faculty's Technical Council, in accordance with the provisions of University Legislation.

ARTICLE 34. If it concerns academic or administrative staff, corresponding records will be drawn up, and sanctions will be imposed in accordance with the provisions of the Federal Labor Law.

ARTICLE 35. Each academic area must have an Internal Hygiene and Safety Regulation that will complement this Regulation as long as it does not contradict it.

ARTICLE 36. This Regulation, as well as its specific provisions, will be informed to the users of each academic area, who must acknowledge it by signing.

ARTICLE 37. It is prohibited to make any modifications to the experimental procedures indicated in the current practice manuals for the School of Chemistry undergraduate programs. In the event that updates or changes in procedures are deemed necessary, they must be approved in writing by the corresponding Academic Department Head.

ARTICLE 38. Using headphones during the stay in the laboratories or workshops, as well as using mobile phones or any other device unrelated to the purpose of the activity being performed, is prohibited.

ARTICLE 39. Experimental equipment or devices must be assembled, installed, and operated entirely within the laboratories.

ARTICLE 40. Temporarily or permanently constructing alterations, warehouses, annexes, or expansions in common areas or inside or outside laboratories without the corresponding authorization is not permitted.

ARTICLE 41. When an academic staff member concludes their employment relationship with the School of Chemistry due to retirement, resignation, change of affiliation, etc., they must dispose, in accordance with the corresponding regulations, of the materials, reagents, waste, and equipment, if applicable, under their responsibility or custody. The corresponding Department Head will be responsible for monitoring compliance with this provision.

SOLE TRANSITIONAL ARTICLE. This Regulation will come into force the day after its approval by the Technical Council, on June 20, 2013. Last modification on September 6, 2018.