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Electronic version: <https://sites.google.com/unav.es/departament-regulations/inicio>



## 1. WELCOME

- Welcome to the Department of Chemistry at the University of Navarra. This Welcome Guide is intended to provide simple and practical support in resolving any questions that may arise when joining the Department.
- This Manual applies to undergraduate students (interns, students carrying out their Final Degree Project, RTPs, internships, etc.), master's students (those carrying out their Master's Thesis), PhD students, postdocs, and visitors who come to the Department to conduct a stay in the laboratories of the Department of Chemistry in the Research Building, as well as newly appointed faculty members.
- **It is recommended that all department staff review it periodically.**
- In this department, we greatly value a positive atmosphere, respect, and kindness. Therefore, greet, ask questions, and show respect to everyone, whether they are part of the Department (professors, researchers, technicians, PhD students, students, etc.) or external staff (other departments, cleaning staff, janitor, etc.). In this way, work becomes more efficient, pleasant, and productive.
- The first thing you should do upon arrival is introduce yourself, usually through your tutor or immediate supervisor, and read, understand, and sign this Welcome Handbook for students. As you will see, there are quite a few people, but it is easy to identify us through the [Department of Chemistry's website](#), which we strive to keep updated.
- Each student must have a tutor who will be responsible for their experiments and for ensuring compliance with the rules and good practices in the laboratory. In addition, new trainees will have a supervisor during the first months until they are ready to work independently.
- All personnel, including students, must commit to following the established rules and procedures, as well as maintaining the confidentiality of the information related to the projects carried out here.

## 2. GENERAL ORGANIZATION

### 2.1 Facilities at the Department of Chemistry

- The research laboratories of the Department of Chemistry are located on the ground floor and first floor of the Research Building.
- In addition, there are three laboratories for practical teaching located in the Science Building (room 3F04) and in the basement of the Science Library Building (rooms 009 and 012).
- The buildings at the University are open Monday to Friday from 7:45 a.m. to 8:45 p.m.,



and on Saturdays from 7:45 a.m. to 2:00 p.m. They remain closed on Sundays and public holidays.

- It is neither advisable nor safe for undergraduate or master's students to work alone in the laboratory, especially outside opening hours. In any case, they must be accompanied by their tutor or supervisor and have the express authorization of the department management.

## 2.2 People Responsible for the Department

- The Department's management is collegiate and is composed of three professors. At present, it is made up of the Director (**Itziar Vélaz**, [itzvelaz@unav.es](mailto:itzvelaz@unav.es)), the Deputy Director (**Esther Lasheras**, [elasheras@unav.es](mailto:elasheras@unav.es)), and the Department Secretary (**Carolina Santamaría**, [csanta@unav.es](mailto:csanta@unav.es)).
- The staff responsible for the organization of the laboratories in the Research Building are **Lorea Pérez** ([lpbabace@unav.es](mailto:lpbabace@unav.es)), **Mikel Domeño** ([mdomeno@unav.es](mailto:mdomeno@unav.es)), **Cristina Luzuriaga** ([cluzuriaga@unav.es](mailto:cluzuriaga@unav.es)), **José Miguel Otano** ([jmotan@unav.es](mailto:jmotan@unav.es)) and **Marta Yárnoz** ([myarnoz@unav.es](mailto:myarnoz@unav.es)).
- The staff responsible for the organization of the teaching laboratories located in the Science and Science Library Buildings are **Cristina Sola**, ([csollar@unav.es](mailto:csollar@unav.es)) and **Alessandro Speziale** ([aspeziale@unav.es](mailto:aspeziale@unav.es)).
- **Arancha Guixá** ([aggonza@unav.es](mailto:aggonza@unav.es)) is responsible for all the administrative procedures.
- If we have to do something for the first time, it is best **NOT TO IMPROVISE** and to go directly to the responsible person to resolve any doubts. This is particularly important for newly incorporated staff.
- **Problem solving.** Normally, the appropriate channel will be through your tutor or the designated supervisors. Within the Department Council, the person in charge of student matters is the Deputy Director, Esther Lasheras ([elasheras@unav.es](mailto:elasheras@unav.es)).
- Any questions related to the use of appropriate protective equipment or waste management must be addressed to the Department's Safety Office, **Carolina Santamaría** ([csanta@unav.es](mailto:csanta@unav.es)).

## 3. USE OF THE FACILITIES

### 3.1 Access to the laboratories

- Access to the laboratories is restricted to authorized personnel who hold medical accident insurance for laboratory work. This includes staff employed by the university and associated centers, as well as undergraduate, master's, and doctoral students, students enrolled in proprietary programs, postdocs, and visiting researchers with valid enrollment



or established agreements.

- Each student will have a tutor responsible for their experiments and for ensuring compliance with regulations and good laboratory practice.
- Trainee users are not allowed to access the laboratory alone and must be supervised by an experienced user (assigned by their tutor) until they acquire the necessary skills and competencies.

### 3.2 Tidiness and Cleanliness

- **Each user is responsible for keeping their workspace tidy and clean**, avoiding the accumulation of unused materials or equipment, as well as **replenishing any shared supplies** that become depleted.
- **Work surfaces must be left clean and orderly at the end of the day**, and immediately in cases of spills or contamination with hazardous substances.

### 3.3 Use of Shared Spaces and Equipment

- In the laboratories, there are **common work areas and shared equipment**. For proper functioning, these areas must be kept clean and tidy after each use. If any equipment is observed to be malfunctioning, it should be reported to the person responsible for the organization of the laboratory.
- **Before using common areas or equipment for the first time**, it is advisable to **consult the person in charge** so they can explain the correct procedures.
- Some of this equipment has a **reservation form** that must be filled out in order to use it. It is recommended **to check** with the person responsible for the equipment regarding its availability.

## 4. GENERAL SAFETY RULES IN THE LABORATORY

**The use of the laboratory**, both for educational practical exercises and for research, **involves a wide variety of risks that can affect both the safety and health of individuals, as well as the environment**. These risks can result in accidents (fires, explosions, cuts, burns, etc.) or other health issues arising from exposure to chemical or physical agents. Therefore, **all personnel, especially new staff, must be familiar with and comply with the general safety rules**:

1. All personnel must always **wear a lab coat and keep it fastened while in the laboratory**. Short pants or skirts, sandals, or open-toed shoes **are not allowed, as exposed skin may be at risk of cuts or splashes**.
2. **Bracelets, necklaces, or wide sleeves that could get caught in equipment should not be worn in the laboratory**. Long hair must be tied back. **Any cuts or wounds** on the hands, no matter how small, must **be covered with a bandage or dressing, and gloves should be**



worn while working.

3. In addition to the lab coat, it is necessary to **assess which other personal protective equipment (PPE) should be used** for each activity: **gloves, safety goggles, face shields**, etc. As a general rule, safety goggles are recommended when working with hazardous substances. Gloves should not be worn when working with burners, hot plates, stoves, or ovens.
4. **The use of contact lenses is prohibited in the laboratory.** In case of an accidental splash in the eye, contact lenses greatly hinder proper rinsing. If contact lenses are absolutely necessary, eyes must be protected at all times with **safety goggles**.
5. **Gloves should not be used** to touch common **laboratory items** or **objects** to avoid potential contamination (phones, door handles, keyboards, etc.). **It is recommended to wash hands** after removing gloves, after any handling, and every time you enter or leave the laboratory.
6. **Handling of hazardous chemicals must be carried out in fume hoods** (Laboratories 0200, 0150, and 1040). Remember to review the safety data sheet (SDS) of the corresponding reagent, where you will find the necessary information for proper handling.
7. **Eating** (including chewing gum), **drinking, smoking, or applying makeup in the laboratory is strictly prohibited**.
8. It is essential to **maintain order and cleanliness** in the work environment, avoiding the accumulation of unused materials or equipment. Each laboratory should establish a **regular cleaning schedule**: weekly, monthly, and yearly.
9. **Work surfaces must be kept clean and tidy at the end of each day**, and always in the event of spills or contamination with hazardous substances.
10. **All samples left on benches or in refrigerators must be properly labeled.**
11. **Laboratory waste** must be disposed of in accordance with the established regulations (Section 5).
12. **Improper use of laboratory equipment poses risks** to the operator, the equipment itself, and/or other people present. Before using any equipment, **consult with the responsible personnel regarding its proper operation**.

The Joint Occupational Risk Prevention Service has established regulations for the [occupational risk prevention in teaching laboratories](#).

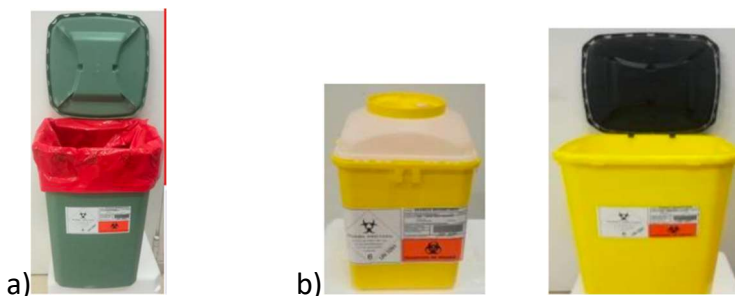


## 5. WASTE MANAGEMENT

The following section describes the waste disposal regulations applicable at the University.

### 5.1 Solid Waste

- In general, liquid waste should be separated from solid waste.
- The containers and bags most commonly found in the laboratory are:
  - **Trash bin:** exclusively for office paper. Cardboard boxes should be flattened and placed next to the bins (in some laboratories, specific bins have been installed for separating paper and plastic).
  - **WHITE bag:** laboratory waste. This includes most of the common materials generated in the laboratory. **Everything except pipette tips, Pasteur pipettes, sharp objects, and materials containing hazardous or corrosive reagent residues.** Items such as filter paper, gloves, paper towels, Falcon tubes, etc., should be disposed of in this bag.
  - **PIPETTE TIPS (photo a):** there is a specific container in all laboratories, green in color with a red bag inside, labeled as “special biomedical waste,” exclusively for managing this type of waste.



- **YELLOW plastic container (photo b):** for sharp waste (syringe needles) that could tear or break the container. Disposal is more expensive, so its use should be limited to what is strictly necessary.
- **BROKEN GLASS:** there is a specific container in all laboratories. Labels must be removed from bottles, and they should be cleaned before placing them in the container. Plastic parts (caps) from any type of bottles should **not** be deposited in this container.

### 5.2 Chemical Waste

- Waste classification is carried out in accordance with the regulations established by the Joint Occupational Risk Prevention Service (SMPRL). The following link provides access to the [chemical waste management procedure](#) (intranet).



GROUP	WASTE TYPE
I	Halogenated solvents (chloroform, carbon tetrachloride ...)
II	Non halogenated solvents (ethanol, isopropanol, acetone...)
III	Alkaline aqueous solutions
IV	Acidic aqueous solutions
V	Oils
VI	Solids (solid reagents, samples ...)
VII	Special waste

- **Waste management with the company ESTERICYCLE** is carried out by the responsible personnel of each laboratory.
- **All personnel working in the laboratories** must know how to manage the waste generated by their activities. In case of doubt, consult your tutor, the laboratory manager, or the safety officer about the most appropriate way to handle your waste.

## 6. HOW TO ACT IN CASE OF AN ACCIDENT IN THE LABORATORY

- If **anyone in the laboratory has an accident or breaks something**, don't worry, report it, and together it will be resolved.
- **It is very important to ALWAYS report any accident.** This helps implement preventive measures to avoid recurrence or more serious accidents in the future.
- In case of an accident, remain calm and call for help.

### 6.1 Emergency Phone Numbers

- What should you do if a serious incident occurs? Where should you call if you become trapped?
- Any anomalies detected in the building must be reported to the building concierge.



Contact numbers:

- Conserjería Edificio de Investigación: **80 6202**
  - Conserjería de Castaños: **80 6237**
  - Conserjería Biblioteca de Ciencias: **80 6377**
  - Conserjería de Ciencias (Hexágono): **80 6301**
- **Any emergency situation** can be reported to the **Centro de control de la Universidad**. Edificio Central (available during weekends and public holidays)  
**Tfno.: 80 2154**. E-mail: [controlcentral@unav.es](mailto:controlcentral@unav.es).
  - Another useful phone number is **+34 948 174 448**. Available along the year, 24 hours.

**VIDEO: ¿QUÉ HACER EN CASO DE EMERGENCIA?** The Joint Occupational Risk Prevention Service.

**Cómo actuar en caso de emergencia:** The Joint Occupational Risk Prevention Service.

- In case it is necessary to evacuate the building, it is important to use the “Reviewed/Checked” identifier, the tag shown in the following image, which must be available in all department premises.



In case of emergency, the tag must be placed on the outside of each room door, **hanging from the handle**, to facilitate inspection by the staff responsible for carrying out this task.



## 6.2 First Aid

- In the event of an accident, the person in charge must be informed, first aid measures will be applied, and if medical assistance is required, the Emergency Service of the Clinic should be attended.

### ➤ **VERY MINOR INJURY (does not require medical care)**

- **Go to the first aid kit** in the laboratory where you are and carry out treatment with the material available. There is a first aid kit in each teaching and research laboratory.
- **Notify the person in charge.**

### ➤ **MINOR INJURY (requires medical care)**

- **Go to the first aid kit** in the laboratory where you are and perform initial treatment with the material available.
- **Notify the person in charge**, who will report it to the SPRL.
- **Go to the medical center:** Emergency Service of CUN.

### ➤ **SERIOUS INJURY (requires urgent medical care)**

- **Assess injuries and act cautiously.** Remain calm.
- **Inform the Building Concierge.**
- **If necessary**, due to the seriousness of the injured person, **transfer to the Clinic Universidad de Navarra Emergency Service will be considered.**

## 6.3 Procedure in case medical attention is required

- **Students enrolled at the University of Navarra** (Undergraduate, Master's, PhD, and Own Degree students enrolled at the University) are covered by the **accident insurance policy** contracted with Company **MAPFRE**. The premium is included in the tuition fee.
- This insurance allows access to medical assistance at the Clinic Universidad de Navarra. In the event of an accident, the student ID card must be presented to receive medical care.

[Asistencia sanitaria y seguros para los alumnos de la Universidad de Navarra](#)



## PROCEDURE

- **In case of a life-threatening emergency, go to any hospital.**
  
- If it is a “**non-urgent/life-threatening**” accident, go to the **Clinic Universidad de Navarra**, which is the designated hospital. If other non-designated hospitals are used, coverage is limited to €3,000.
  1. The student must first call **MAPFRE** (91 836 62 24) to open the accident claim file.
  2. With the **reference assigned by the insurance company**, the student must go to the **Clinic Universidad de Navarra** in Pamplona Emergency Service along with the **Accident Report** (downloadable from the website), which must be completed by the student and/or the medical center. **The student must present their university ID card and national ID** to certify that they are covered by the policy.
  3. **If the injury requires a later consultation in a department other than Emergency, authorization from the insurance company will be necessary** to confirm that such injury is covered by the policy.
  
- Nevertheless, **to avoid misinterpretations of what is considered an accident claim or whether healthcare is covered** in a specific case, it is **advised to contact Marsh** to receive information and instructions to follow, as well as guidance on how to proceed.
  - For this you can contact: Fernando Unanue ([Fernando.Unanueiribarren@marsh.com](mailto:Fernando.Unanueiribarren@marsh.com)) or María Isabel Martínez Abascal ([misabel.martinezabascal@marsh.com](mailto:misabel.martinezabascal@marsh.com)); Telf.: 944 284 800.



## 7. ANNEXES

### Annex I: Useful Information for Newly Appointed Staff

- In the event of **business trips or absences for work-related reasons** (travel, conferences, etc.), both for faculty and staff, it is important to **send the *professional travel form* to the Human Resources Department** in order to notify the Social Security system. This must be communicated one month in advance through the “Communications” platform (the document can be requested from the **Secretariat** and must be signed by the Department Head). **The information provided to Social Security does not constitute travel medical insurance, nor does it replace the European Health Insurance Card.**
- Information from the Joint Occupational Risk Prevention Service on risk prevention when [working with computers](#).
- All employees hired by the University will be informed by the Human Resources Department of the need to complete the COMPLIANCE-focused training course, available on the ADI portal.

### Annex II: Information of interest to learn more about the University

Below you will find several links with information that will help you learn about various interesting aspects of the University:

- [Ideario de la Universidad de Navarra](#)
- [Prevención y salud](#)
- [Acceso al Portal del empleado](#)
- [Código de buenas prácticas de investigación](#)







Universidad  
de Navarra

**DEPARTAMENT OF CHEMISTRY**

**Welcome manual**

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