LABORATORY PROCEDURES
SAFETY AND TECHNIQUES

1. LOCATE THE SAFETY EQUIPMENT DESCRIBED BELOW:
   A. **Emergency Exit Routes:** There are signs on or above each door that can be used as an exit route during an emergency.
   B. **Fire Extinguisher:** Pull safety pin out, point hose at base of fire, squeeze handle.
   C. **Fire Blanket:** Use if clothing should catch fire. Remove the blanket from the container and wrap blanket around the individual. Roll the person on the floor to smother the flames.
   D. **Safety Shower:** Should any substance spill on your skin or clothing, stand underneath the showerhead and pull the metal triangle down. For hose, remove from holding hook, grasp and squeeze metal lever to rinse.
   E. **Eyewash Station:** Should any substance be splashed in your eyes, wash them thoroughly. Bend so that eyes are over the spigots, force eyes wide open, then push metal plate or remove plastic caps to start water flow.
   F. **Safety Goggles:** To keep a chemical substance from being splashed into your eyes, eye protection should be worn during experiments that involve the use of any potentially hazardous chemical.
   G. **Gloves:** To minimize chemical exposure on your hands, latex or nitrile gloves should be worn during experiments that involve the use of any potentially hazardous chemical.
   H. **First Aid Kit:** Minor injuries such as small cuts can be treated effectively in the lab. Open the first aid kit to determine its contents and use as appropriate. Report any injury to your instructor.
   I. **Medical Waste Containers:** Red or Cream plastic containers (usually labeled “Sharps” or “Biohazard”) are to be used for any glass or sharp object that has come in contact with potentially biohazardous materials such as blood, urine, saliva, and/or other human or animal fluids, or hazardous chemicals.
   J. **Broken Glass Containers:** Plastic containers for any broken glass that has not come into contact with biohazardous materials described above.
   K. **Bactericide Spray:** Bottles containing cleaning solution, used to clean your work areas before and after lab, and to clean up most spills.
   L. **Chemical Waste Bucket/Containers:** Some of the materials used in lab can be hazardous, especially if poured down the sink. During the semester, specific chemical waste containers will be available to discard potentially dangerous substances.
   M. **Emergency Telephone:** The telephone in each laboratory can be used to dial specific numbers in the event of an emergency. A list of numbers is provided with the available departments that can be contacted at each number. In case of an emergency dial 9-1-1 from the phone.

2. DO NOT eat, drink, smoke, store food or drink, or apply cosmetics in the laboratory.

3. WASH your hands with soap and warm water before leaving lab.

4. CLEAN and disinfect work surfaces at the beginning of every lab period. Keep extra books and clothing in designated places so your work area is uncluttered.

5. DRESS: Restrain long hair, loose clothing, and dangling jewelry. Close-toed shoes are the ONLY appropriate footwear for a laboratory. DO NOT wear sandals, flip-flops, Crocs, or other open-toed footwear. Contact lenses are an added safety risk and should not be worn while performing lab exercises.

6. MONITOR RISK: Inform the instructor if you are pregnant, taking immunosuppressive medicines or have any medical condition that might require special precautions in the lab, such as medications that would influence your response or reflex time. Under no circumstance should you attend a lab session while
“under the influence” of any legal or illegal substance that impairs your reaction time, decision making ability, motor skills, or has any other inhibitory effect on your disposition.

7. HEATING APPARATUS: Use safety goggles for all experiments in which solutions or chemicals are heated. NEVER leave any heat source unattended. Point the mouth of a test tube away from yourself and other people when heating the tube. Handle hot glassware with tongs, safety gloves, and other appropriate aids – NEVER BARE HANDS.

8. AVOID SPILLS: Place liquids toward the center of the bench, away from the edges. Disinfect any equipment that comes into contact with live material or bodily fluids, and clean up any spills as soon as they occur.

9. LABELS: READ labels carefully before removing substances from their containers. PROPERLY label glassware before use.

10. MOUTH PIPETTING is prohibited; use mechanical pipetting devices.

11. DISCARD used chemicals and materials into appropriately labeled containers – do not dispose of them down the sink unless specified by an instructor.

12. BROKEN GLASS: Do not handle broken glassware with bare hands. Dispose of all cracked and broken glassware in a puncture-resistant container – NOT the regular trash. Discuss with instructor what was broken and where to discard it.

13. INCIDENT REPORT: Report all spills, accidents, strange occurrences, or other safety incidents PROMPTLY to the instructor.

14. PROFESSIONAL CONDUCT is expected to avoid creating dangerous situations. DO NOT perform unauthorized experiments, touch or handle laboratory equipment without your instructor’s approval, work in the lab without faculty-approved supervision, or carry out practical jokes or pranks. If you have any questions concerning the safety of a procedure, consult with your instructor.

15. LABORATORY DOORS: All laboratory doors must be closed in accordance with local fire safety codes. If you leave during a designated break time, inform your instructor who can then designate someone to open the door at your knock when you return. Doors may be propped open five minutes before the class begins and up to five minutes after the official start time of class. However, doors SHOULD NOT be propped open at any other time.

16. DISSECTION: Use care at all times when handling sharp dissection tools. Wear disposable gloves when dissecting preserved materials. Cover open cuts with a sterile bandage before donning gloves. Do not touch face or eyes while wearing soiled gloves, and wash hands immediately after gloves are removed.

17. PERSONAL ELECTRONICS, BOOKS, CLOTHING, & OTHER ITEMS: Lab is not responsible for your personal items and any loss or damage to them. Make sure to check tabletop, chair, cubby hole, and under the lab table for your belongings before you leave.

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