

Lab Etiquette

Common sense: If it feels dangerous, maybe don't do it. When in doubt, ask.

Courtesy: When borrowing any equipment, bring it back to its rightful owner by the end of the day. Be sure to request permission before borrowing or using any equipment/supplies.

Safety: Wear safety gloves and safety gear (lab coats and goggles) when required. Wear closed-toed shoes (NO sandals/slippers), as well as long pants (NO shorts or skirts).

Cleanliness: Always clean up after yourself. After experiments, ensure that all supplies are placed back, and make sure to dispose of acids, samples and media in its designated waste receptacles. Clean counters tops or sterilize it with alcohol if dealing with biological agents before and after experiment. When using somebody else's equipment, leave it as you found it. Clean all the used glassware and any other equipment right after use (don't leave it in the sink).

Food and Drink: **NOT ALLOWED IN LAB.** If you need a snack or a water break, have it outside of the laboratory.

Responsibilities: Label all samples, standards, media, and stock solutions before using them. Labels for samples must include date and sample ID, while labels for standards or any stock solutions must include date made, and name of the solution. When leaving solutions on top of counters, add a label with your name and phone number in case you need to be reached.

Auto Clave: Ensure there is water inside the auto clave before using. Select liquid or solid based on the material being auto clave. Label auto clave supplies with date, associated project and name initials. Lastly, when using the auto clave do not forget it's on, set a timer and make sure to turn it off once done.

Water Filter: Follow the instructions located on top of the filter to avoid any complications. Always turn it off after use. Report any visible leaks to the corresponding PI.

General equipment: Make sure to turn off after use, and if it needs to be left overnight leave a sign with your contact information and name. DO NOT touch any equipment if you are not authorized to. Report issues or broken equipment to the corresponding PI.

Storage: Store all chemicals in disposable containers—NEVER leave inside glassware. All flammable solutions should be stored in their respective cabinet. Respect fridge and freezer space. DO NOT store samples inside a fridge that don't belong to your lab; they will be discarded unless told otherwise.

Fire Alarm: The gas sensors and fire alarm are very sensitive in the environmental engineering lab. If you will be burning a flame that emits smoke, do so in the hood. Similarly if you have chemicals that emit a lot of volatiles (e.g., spraying a lot of isopropyl alcohol to disinfect equipment) this may set off the alarm. If you need to conduct heavy spraying for disinfection, do so outside the building.

Additional: Contact Laboratory PIs and/or Environmental Health and Safety

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