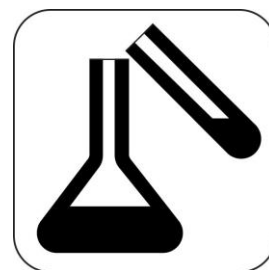


LABORATORY RULES

DEPARTMENT OF BIOLOGICAL SCIENCES BISCAYNE BAY CAMPUS

- 1) Act in a responsible manner, concentrate and work cautiously at all times in the laboratory.
- 2) Follow laboratory safety-posted rules and instructions and those given by the instructor. When in doubt concerning any safety or procedural matter, please ask.
- 3) Use good housekeeping practices in the lab. Clean up after yourself.
- 4) Know how to get help in an emergency. Phones are located in the stockroom and in various labs and offices near the lab. For dire emergencies requiring immediate attention dial 911. The nearest full treatment hospital is Aventura Hospital and Medical Center located on 21150 Biscayne Blvd (US1) and their phone is (305)-682-7000. For less dire emergencies, there is a list of names and numbers in each lab. Lab instructors are responsible for knowing and relaying this information to students. All labs are equipped with a first aid kit, which can be used for minor problems.
- 5) Wear safety goggles when requested.
- 6) Lab coats are required at all times for protection of yourself and your clothing. Lab coats must have long sleeves.
- 7) Clothing is protection! Wear loosely fitted garments, long pants, long sleeved lab coat, and closed toed shoes. Clothing should be comfortable and not restrict motion. Avoid "hanging" clothing that might be caught in flame or equipment. Shorts, miniskirts, tanktops, sandals, etc. increase your risk of injury and are not allowed. Wear clothes which can get dirty. Long hair should be tied back.
- 8) Smoking, eating, drinking, and applying cosmetics are forbidden in the laboratory.
- 9) Using mouth suction for pipeting is prohibited. Use proper pipeting devices.
- 10) Wash your hands frequently, especially before leaving the laboratory, taking snack breaks, or using the toilet.
- 11) Wear gloves when instructed to do so.
- 12) Students are not permitted to work unsupervised. Never work alone in the laboratory.



- 13) In certain circumstances, special safety equipment will be used such as safety hoods, and biohazard containers. It is absolutely necessary that you utilize any special safety precautions for each lab.
- 14) Never attempt to identify any chemical or substance by smelling touching or tasting the material.
- 15) Keep your working area clean and uncluttered.
- 16) Report all spills immediately to the instructors whose responsibility it is to determine the nature of the spill and its handling. Any spills beyond the control of the TA or other qualified persons in the department should be referred to Environmental Health and Safety (72621) during regular hours, or Public Safety (65511) after hours.
- 17) Check with your instructor regarding chemical or substance disposal for every different material you use. Instructors are responsible for knowing the proper disposal of all materials used in lab.
- 18) Trash must be put in trashcans, not in sinks, trays, desks, or cabinets. Organic material and animal parts must be disposed of in special biohazard bags not in the regular trash.
- 19) Broken glass must be disposed of in the glass disposal box. Do not put broken slides or glass in the trashcans, sinks, desks, or cabinets.
- 20) Broken or missing equipment must be reported to your instructor so replacement may be obtained. Instructors will notify the proper persons.
- 21) Glassware, apparatus, and equipment must be cleaned and dried by students at the end of each lab section before labs can be vacated.
- 22) Be very careful when dispensing acids and bases. Avoid getting them on your hands or clothing. Rinse thoroughly with running water.
- 23) You are expected to know the location of all emergency equipment. This includes eyewashes, fire extinguishers, showers, first aid kits, spill clean-up kits, and emergency gas shut-off switch.
- 24) Never take chemicals, substances, or materials out of the laboratory without the knowledge and consent of the instructor who is responsible for monitoring this.
- 25) If you witness an unsafe act, condition, or accident, please report this to your instructor.
- 26) If you have a question, ask before you act.

MICROSCOPE RULES



- 1) Scopes must be removed from the cabinet carefully and carried with both hands: One around the arm and the other supporting the base. Never attempt to carry more than one scope at a time. A scope carried with just one hand can be dropped or slammed. Gently place the scope on the counter.
- 2) Coarse adjustment is not to be used with the 40X objective. Always focus by increasing the distance between the slide and the objective lens. These two basic rules prevent damage to slides and lenses.
- 3) Slides shall not be left on the stage when the scope is put away.
- 4) Unplug the microscope light by grasping the plug, not the cord. Coil the cord in your hand and then place it over the upper ocular tube.
- 5) Be sure the light switch is in the off position, scanning objective (4X) is in place, and the coarse adjustment knob positioned so that the objective lens is as close to the stage as possible. (Note: there is no danger of damaging the lens as the working distance of the scanning objective is greatest.)
- 6) Students shall use the scope corresponding to their station number, and return the scope to its numbered slot within the cabinet. The instructors will check all scopes at the end of each lab in which they are used.
- 7) Minimize the use of eye make-up when using microscopes. These materials become deposited on ocular lenses and result in unclear images.
- 8) All stereoscopes are to be returned to the cabinet with low power in place, and the cord wrapped around the base.

After reading, please sign, cut along dotted line and return to your instructor.

I, _____ (print name) have read and understand the laboratory safety and microscope rules. I have been provided the opportunity to ask questions regarding these rules. I agree to abide by the safety regulations and any additional instructions, written or verbal, provided by the instructor.

(Signature)

(Date)

In case of emergency, contact: Name: _____

Phone: _____

The university and the department reserve the right to remove any student whose conduct poses a threat to himself/herself or any others.