

Laboratory Safety and Citizenship Rules **Dahlquist Laboratory – Seaver 222**

1. To protect your personal safety and the safety of others, mature, responsible, and professional behavior is expected at all times in the laboratory.
2. Do not do anything that you feel is unsafe.
3. Eating, drinking, smoking, chewing gum, and applying cosmetics is not permitted, even when sitting at the computer.
4. Mouth pipetting is prohibited. Use mechanical pipetting devices.
5. Always wash your hands before leaving the laboratory.
6. Appropriate clothing and shoes must be worn in the laboratory. No open-toed shoes or sandals may be worn. A student wearing inappropriate clothing or shoes will be asked to leave the laboratory, no exceptions.
7. Disposable gloves must be worn when handling any hazardous chemicals or biohazardous cultures. Generally, you should wear gloves before touching any lab equipment to protect yourself from hazards and to protect your experiment from contamination with nucleases and proteases that are found on your skin.
8. Safety goggles must be worn when handling any hazardous chemicals or biohazardous cultures and when using the UV light source.
9. Contact lenses should not be worn in the lab. Speak to Dr. Dahlquist if you cannot use eyeglasses as an alternative to contact lenses.
10. All auxiliary containers (stocks and/or solutions) must be labeled with the name of the solution, your initials, and the date. This includes water containers. All cultures must also be labeled with the species and strain designation.
11. No materials may be taken from the laboratory without the instructor's permission. Lab notebooks do not leave the laboratory.
12. No materials except water are to be put down the drain. Proper disposal containers for all hazardous and biohazardous wastes will be provided. Broken glass should not be put in the regular trash containers. The laboratory has a separate container for broken glass.
13. Never work alone in the laboratory. Students who wish to work in the laboratories outside the regular lab hours must have permission from Dr. Dahlquist and must be accompanied by another student in case an emergency should arise. Do not work in the lab with the door locked, since emergency entry should not require a key.

Dahlquist Lab

14. Familiarize yourself with the location of safety equipment and emergency exit routes.
The following safety equipment is available:
 - Fume hoods are available in Seaver 215 or 216
 - Safety shower is in the Keck Lab, Seaver 201
 - Eye wash station (top shelf next to Dr. Urbinati's inner door)
 - Fire extinguisher (near main door to lab)
 - Material Safety Data Information (stockroom bulletin board)
 - First Aid Kit (next to computer)
15. Understand the hazards of chemicals, procedures, and equipment before you use them. If you do not know the hazards, ask Dr. Dahlquist.
16. Report all accidents, injuries, spills, and broken equipment to the Dr. Dahlquist or another faculty or staff member as soon as possible.
17. If an individual is exposed to a chemical:
 - a. If you can do it safely, move the exposed conscious person to a safe area.
 - b. If the chemical involved is a liquid or a powder, wash the affected area with running water for a minimum of 15 minutes.
 - c. If the exposure is serious, call Public Safety at extension 222 and instruct them to immediately call for an ambulance. Tell them what happened, the exact location, number of victims, the name of the chemical and the main hazard (flammable, corrosive, or toxic).
 - d. Get the Material Safety Data Sheet (MSDS) for the chemical by calling the 3E Company at 800-451-8346. You will need the following information:
 - Product name
 - Manufacturer's name
 - UPC code of the chemical (if available)
 - Number of the Biology Department fax machine (310-338-4479), or if you or Public Safety is sending the student to the Student Health Center, have them fax the MSDS directly to the Student Health Center fax (310-338-4417)
 - e. Inform the campus Environmental Health and Safety Manager, extension 81932.
18. Leave your work area clean and orderly at the end of each lab day.

**Laboratory Safety and Citizenship Agreement
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I have carefully read and I understand the Laboratory Safety and Citizenship Rules. I agree to follow these rules whenever I am in the laboratory. I understand that if I violate these rules, I may be removed from the laboratory for that day; repeated infractions will lead to dismissal from the independent research project and/or failure in the class.

Name (print)

Signature

Date