



BIOLOGY LABORATORY SAFETY RULES AND PROCEDURES

Office of Public Safety: 770-961-3540 or 678-466-4050

Prepared by: Laboratory Safety Committee

1. **KNOW WHAT TO DO IN CASE OF AN EMERGENCY.** Learn the locations and operation of emergency equipment. This includes eyewash and safety shower. Notify the instructor immediately in case of a **FIRE, PERSONAL INJURY, CHEMICAL SPILL, or BIOLOGICAL SPILL.** Report all accidents, injuries, and close calls to the instructor immediately. If the instructor is not available at the time of the emergency, call Public Safety immediately.
2. **PERFORM ALL EXPERIMENTS AS DIRECTED.** Do not do anything which is not part of an approved experimental procedure. Follow all instructions given by your laboratory instructor.
3. **BE PROPERLY PREPARED TO DO THE EXPERIMENT.** Read all written procedures in advance and understand what you are going to do. Know the hazards before you do the experiments.
4. **WHEN INSTRUCTED WEAR THE APPROPRIATE PROTECTIVE EQUIPMENT.** This includes a lab coat or apron, eye protection, gloves and face shields.
5. **ACT IN A RESPONSIBLE MANNER AT ALL TIMES.** No horseplay or fooling should occur in the lab or experimental area.
6. **ALWAYS WEAR APPROPRIATE CLOTHING TO LAB.** No sandals, shorts, and limit jewelry. Tie back long hair to keep it away from flames and chemicals.
7. **NEVER TASTE A CHEMICAL.** Check odors only if instructed to do so, by gently wafting some of the vapor towards your nose with your hand.
8. **SMOKING, EATING, DRINKING, OR CHEWING IN THE LAB IS PROHIBITED IN ALL LABORATORIES.**
9. **DISPOSE OF CHEMICALS PROPERLY.** Follow instructions provided by the laboratory instructor for proper disposal of chemicals.
10. **BROKEN GLASS OR SHARP GOES IN SPECIAL RECEPTACLES.** Do not put broken glass or sharp in the regular trash cans.
11. **ALL BIOHAZARDS** (animal parts, etc) should be placed in a biohazard container.
12. **NEVER RETURN UNUSED REAGENTS TO THE REAGENT BOTTLES.** Be careful to take only what you actually need. Do not contaminate the reagents.
13. **NOTIFY THE INSTRUCTOR OF ANY ALLERGIES.**
14. **CLEAN YOUR LAB BENCH and PUT AWAY ALL EQUIPMENT AND REAGENTS AT THE END OF THE LAB.**
15. **WASH YOUR HANDS BEFORE LEAVING THE LABORATORY.**