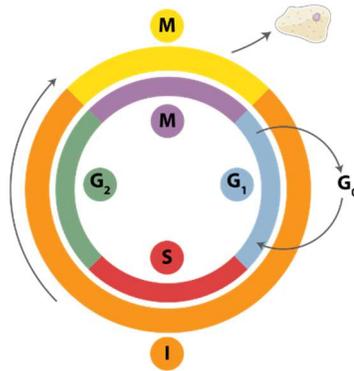


Biology Laboratory Safety Guidelines



Evergreen Valley College
Biology Department

2019 Edition

The following guidelines were designed by the Biology Department Faculty for use in all biology courses offered at Evergreen Valley College. It is mandatory that students follow these regulations. Students are expected to read these regulations, sign the Safety Form on page 5, and return the bottom half to the instructor. This procedure must be completed before a student can begin any laboratory activity. The student should keep the regulations for future reference.

General

1. Read all laboratory instructions before coming to class.
2. Dress appropriately for lab: closed-toe shoes, long hair tied back, no dangling jewelry or loose clothing. Avoid wearing contact lenses.
3. Know the location and proper use of the following in your laboratory: first aid kit, fire extinguisher, eye wash, emergency telephone, fire blanket, closest fire alarm, chemical shower, emergency exits, emergency gas shut-off valves, evacuation site for your classroom. Keep the safety equipment and exits free of obstruction.
4. Behave in a professional manner.
5. Only registered students are allowed in the laboratory.
6. Students are not permitted access to prep rooms, laboratory cupboards, or instructor desks without prior approval from the instructor.
7. Students who have any medical conditions (e.g. diabetes, immunological defect, pregnancy, epilepsy) that may necessitate special precautions in the laboratory must inform the professor.
8. To encourage classroom unity and promote safety, please speak English in class.
9. No food or drink (including water) allowed in the laboratory.
10. Keep hands away from face, eyes and clothing while using hazardous solutions or materials. Do not handle contact lenses or apply cosmetics during class.
11. Maintain a clean, open work area free of everything except material related to the exercise.
12. Use all equipment and materials with care and as authorized by instructor.
13. Report all spills or accidents to the instructor. Clean up spills immediately.
14. Wipe down work surfaces at the beginning and end of each lab.
15. Wash your hands at the beginning and end of class.
16. At the end of lab make sure all items are returned to their proper location. Push in chairs. Make sure sinks and your work space are clean and free of debris.

Emergency Preparedness

1. During an earthquake stay in the room and immediately get under the desk. After the earthquake follow your instructor's directions.
2. During a fire or other emergencies requiring evacuation, meet at the designated evacuation location. Students are required to meet and remain at the evacuation site until dismissed by the instructor.
3. During a shelter-in-place emergency, students should remain in the classroom and follow instructions.

Handling Equipment and Materials

1. Properly label all glassware and slides.
2. Keep all equipment and materials away from the edge of the lab benches.
3. Use protective aids (e.g. test-tube clamps, hot pads) when handling hot glassware.
4. Light gas burners only as instructed. Be sure no volatile or flammable materials are being used nearby. Remember to have long hair tied back, no dangling jewelry or loose clothing.
5. When heating a test tube do not look into the mouth of the tube or point it into the direction of any person.
6. Heat sources should only be on when in use. Do not leave heat sources unattended. When in doubt, students should assume a heat source is on or hot.
7. Operate electrical equipment in a dry area with dry hands.
8. When removing an electrical plug from its socket, pull the plug, not the cord.
9. Inform your instructor immediately if equipment or materials are broken or not working properly.
10. Never return reagents back into their original containers. Keep containers capped when not in use.

Handling Hazardous Material

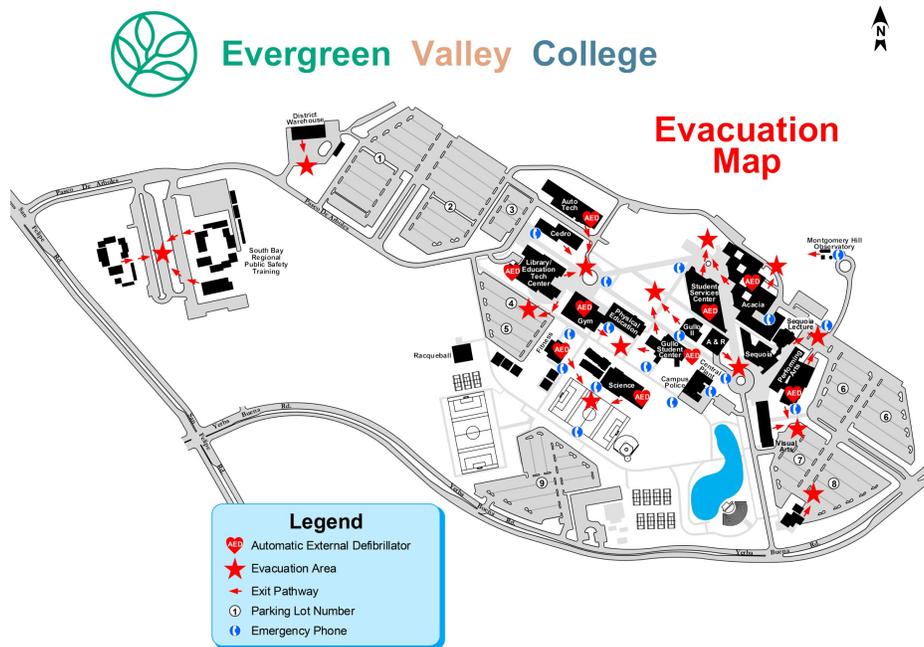
1. Wear appropriate eye protection as directed by the instructor.
2. Wear disposable gloves when handling hazardous materials including chemicals, organisms, or bodily fluids.
3. Wear protective clothing when required by the instructor.
4. Follow correct disposal procedures as detailed in "Cleanup and Disposal."
5. To prevent contamination by needle stick injuries, always use new needles and lancets.
6. Use the fume hood whenever noxious, corrosive or toxic fumes are produced or released.

Bacteria and Fungi

1. Never open Petri dishes containing bacterial or fungal growth unless directed to do so by the instructor.
2. Dispose of all discarded bacterial and fungal cultures as directed by the instructor.

Cleanup and Disposal

1. Follow correct disposal procedures – dispose of used materials promptly and in the appropriate disposal containers.
 - a. Dispose of broken glass in labeled glass disposal containers.
 - b. Dispose of needles and lancets in puncture-proof sharp containers.
 - c. Dispose of used chemicals in labeled and capped waste containers as directed by your instructor.
 - d. For disposal of items contaminated with organisms or bodily fluids,
 - i. Decontaminate slides, spectrophotometer tubes, and other glassware in 10% bleach.
 - ii. Dispose of soft items (i.e. gauze or swabs) in labeled biohazard containers.
 - iii. Dispose of all animal tissues in labeled biohazard containers.
2. Place micropipette tips, sample vials, and contaminated glassware in a labeled waste container or designated area.
3. See instructor for disposal of cadaver tissues.



Revised: 08-26-2018

Safety Pledge

I have read the Biology Laboratory Safety Guidelines and understand the rules and procedures of proper safety in the biology laboratory course listed below. I recognize my responsibility and pledge to observe all safety rules in the biology laboratory at all times.

I acknowledge that the instructor has covered all safety guidelines and equipment that we may need to use this semester.

Name of Student (please print) _____

Signature of Student _____

Date _____

Course _____ Section _____ Professor _____

Student copy

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Instructor copy