

# General Lab Rules

effective 1-18-2006

- M The lab is for working and not for socializing. Please be courteous to the people working in the lab and do the socializing somewhere else.
- M Don't use your bench as a desk - books and papers are to be stored in your office and not the lab.
- M Keep dirty boots and farm clothes from messing up the lab (use the environmental physiology lab as much as possible). When you clean farm clothes in the washing machine in Sharp's lab, leave the machine and area in a clean condition.
- M Take all rules and regulations regarding biohazards, radioactivity and recombinant DNA seriously.
- M Take responsibility for seeing that things are ordered before they run out and that common stocks are made up by you before they run out on the next guy. If an item needs to be ordered, please place it on the order list posted on the chemical cabinet.
- M Some benches are labeled as work areas to be handled while wearing gloves only. Don't compromise these areas by placing your bare hands on these benches. The same is true for molecular biology equipment and reagents labeled as such.
- M Don't forget the following about dishwashing:  
a) If something only contains buffer (i.e., no protein or organic reagents), it does not need to be washed. The person using it should rinse it 5 times in distilled water immediately after use.  
b) Wash plastic containers used to transport ovaries of blood before placing them in the biohazard trash.  
c) Cultureware should be placed in the soapy-filled containers (cleaning solution) after rinsing and removing labels.  
d) For other dishes, rinse out with distilled water and remove labels before leaving to be washed by the dishwasher. Do not leave dirty dishes in the sink or laying around in locations other than on the dish carts.  
e) Electrophoresis equipment will be washed and put away by the person using them.  
f) Culture glassware and molecular biology glassware should be kept separate from general lab glassware. Don't mix the three sources of glassware.
- M Blood should be mixed with bleach before disposal down the sink. Rinse blood tubes to remove traces of blood and then dispose of them in the glass biohazard container.
- M Keep the culture room clean and organized. There have been contamination problems. Keep the following in mind:  
a) Make sure that when you leave the culture room, everything is returned to it's correct place and all spills have been cleaned up.  
b) The hood in the culture room should be free from any supplies or equipment after you are done working.  
c) If blood spills on the surface of the hood, remove with Windex prior to cleaning with EtOH to prevent the blood from fixing to the hood.  
d) Make sure there is no oil on any microscope before leaving the culture room and that all microscopes are covered to prevent degradation by dust.
- M Garbage should go in the right receptacle:  
*Regular trash:* These are the ordinary waste cans in the lab. They are not for anything that has to do with lab work.  
*Biohazard Waste:* This is a large cardboard box across from the hoods. This is for all lab waste except radioactive or waste requiring autoclaving (virus, bacteria, transfected cells). In the embryo culture room, there is another, plastic bag for biohazard waste. In the upstairs culture room, there is a big box for this waste.  
*Radioactive Waste:* There are several receptacles for radioactive waste, categorized according to isotope

and whether the waste is liquid or solid. They are labeled with radioactive tape or signs.

*Liquid Chemical Waste:* There are several bottles for liquid chemical waste. Most are located in the hood. There is a bottle for ethidium bromide waste located in the molecular biology area and a bottle for mineral oil waste in the culture room. Do not mix organic solvents with aqueous solvents. Every time a waste product is added to a bottle, check the label - if the product is not listed there, add it to the label. Do not leave waste bottle uncapped or with a funnel attached. **DO NOT THROW ORGANIC SOLVENTS DOWN THE DRAIN.**

*Special Biohazard Waste:* When working with viruses, bacteria and cell lines transfected with DNA, waste must be either autoclaved or mixed with bleach and placed in the regular biohazard trash. Autoclavable bags are located in the lab under the sink.

*Ovary Bin:* This is located in the walk-in freezer. Do not throw paper, aluminum foil or anything except ovaries in this bin. Other tissues (uterus) can be discarded in the offal room in the meat lab (again—nothing but tissue should be discarded here or you will suffer the wrath of Larry!!!!).

*Sharps:* There are sharps containers on all the benches. Do not recap needles before disposal !!!!

M Culture room waste should be disposed of as follows:

--Regular trash - there is a black bag in the embryo culture room and another in the upstairs culture room that is to be used for waste generated from media preparation, towels and anything not coming in contact with cells.

--Biohazard waste (anything coming in contact with cells but not viruses or bacteria) – in the embryo culture room, there is a small plastic bin lined with a bag in which waste is deposited. This will be removed as soon as it is full by the person filling it and the bag replaced. For the upstairs culture room, biohazard waste (except for material containing viruses or bacteria) goes in the biohazard bin located in the lab.

--Special Biohazard Waste - When working with viruses, bacteria and cell lines transfected with DNA, waste must be either autoclaved or mixed with bleach and placed in the regular biohazard trash. Autoclavable bags are located in the lab under the sink.

--Do not overfill garbage receptacles.

M Label everything radioactive (i.e., every tube) with radioactive tape and isotope!!!!

M Remember to pick up items that are sitting in the Business Office and bring them to the lab. Check the clipboard and sign out the boxes. Either put on Amber's desk, cold room or freezer. You are also encouraged to put things away in their permanent location if you know where that is. If you put items away yourself, sign and date the packing slip (first checking that everything on the slip is actually in the box) and put the signed slip on Amber's desk. Also, label with the initials PJH and the date received on the items that came in. Regardless of what you do, notify Amber that the items came in.

M Keep all logbooks up to date including:

--antibody logs	--radioisotope use
--cell line logs	--inventory of suppliers protocols
--cDNA logs	--column calibration logs

M Take stir bars out of solutions immediately after preparation of the solutions and place in a container labeled "dirty stir bars". There are three of these containers (lab, molecular biology area and culture room)

M Label all buffers, samples, etc. stored in the lab, freezers, refrigerators, etc. with your initials and date. When appropriate (samples stored long term, all gels and fluorographs, etc.) put your page number (i.e., the page number of your notebook that describes the material) on the container.

M All samples stored in the walk-in freezer should be kept in one of the numbered plastic boxes labeled PJH. An inventory of what is in each box will be posted on the wall of the coldroom near the freezer door. Label the box(es) assigned to you by writing your name on a tape sticker (not directly on the box). Two boxes (#17 and #18) are for commonly-held lab reagents.

M Keep microscopes covered at all times when not in use to prevent degradation from dust. Also, clean the microscope in the culture room (especially the inverted scope) to remove all traces of oil.

M Make sure the balance is clean after each use.

- M Keep your notebook up to date - put everything you do in the lab in your notebook, including failed experiments.
- M Help each other out and keep communicating problems, useful tips, etc. to each other.