LABORATORY USE, SAFETY, & ACCESS GUIDELINES

Building and lab access is granted only to students who are actively working on course-related projects and have permission from their instructor to use the lab outside of regularly scheduled class time.

For safety reasons you must:

- follow all lab safety and emergency guidelines provided by your instructor
- NOT eat, drink, or chew gum in the labs at any time (regardless of an instructor’s presence)
- wear closed-toe shoes at all times
- only use equipment that you are trained to use and have permission to use without supervision
- print only documents related to your biology lab work - no other printing is allowed
- have a “buddy” when working during times the building is lightly occupied
- keep your cell phone on your person at all times
- notify someone that you are working in the lab and when you expect to be done in lab
- keep your CatCard on your person at all times - your CatCard allows you to enter the building and specified labs, but interior doors will lock behind you (even for a restroom break)
- NOT unlock or prop lab doors open for any reason (to prevent unwelcome visitors)
- NOT allow anyone else access to the building or labs (other than your “buddy”)
- label all experiments, solutions, etc. that you leave in the lab using unattended experiment forms
- clean up when you are done with your project for the session
- conserve energy by turning off the lights in the labs and bathrooms as you exit