

**Davidson College Biology Department**  
**Laboratory Safety, Use, and Access Guidelines & Agreement**

*Keep this document in your lab folder for easy reference.*

Course: \_\_\_\_\_ Semester & Year: \_\_\_\_\_

Instructor: \_\_\_\_\_ Access to lab(s): Wall \_\_\_\_\_

To have access to Wall Biology lab facilities you must agree to the conditions below. By signing the last page of this document you agree to the following rules and accept the risks and responsibilities that accompany use of a scientific lab. Lab access is granted only to students actively working on course-related projects who have permission from their instructor(s) to use the lab outside of scheduled class time because successful completion requires presence in the lab beyond scheduled class periods. You must agree to the following:

**General Laboratory Rules & Guidelines**

- **Work in a lab only during designated class periods when an instructor is present** unless the instructor provides specific authorization for access and use outside class hours. Access to a lab does not convey unlimited use of the instrumentation within that lab.
- **Read carefully and observe fully all laboratory instructions.** Please check with your instructor if you have doubts, questions, and/or need information about any procedure.
- **Learn the locations and use of safety features** (showers, fire extinguishers, gas shut offs, eye wash, etc.)
- **Do not store or eat any foods**, smoke, chew gum/tobacco, apply cosmetics, or drink beverages in lab.
- **Do not leave experiments/procedures in progress unattended** without authorization from your instructor or without posting an "Unattended Experiment/Procedure Form" nearby. (<https://tinyurl.com/y7unpct5>)
- **Do not remove chemicals, specimens, equipment, or supplies from the lab.**
- **Report all accidents** as well as near misses to the instructor immediately.
- **In an emergency immediately call 911** and also call campus safety (704.894.2178).
- Know the **evacuation route** and meet-up location in case of emergency.
- **Keep the lab safe, neat, and clean** at all times; do dishes and clean up when lab is over.
- **Keep aisles free of tripping hazards** such as stray backpacks, coats, etc.
- **Horseplay is prohibited** in all forms.
- If you have specific allergies or other **medical conditions** alert your instructor if s/he/they should be aware.

**Personal Protection**

- **Wash hands** with soap and water before and after handling laboratory materials.
- All persons working with hazardous chemicals must wear **gloves** appropriate to the task.
- All persons working with chemicals that could splash must wear **safety goggles/glasses**.
- Wear **additional safety equipment** (aprons, lab coats etc.) as directed.
- **Contact lenses should not be worn** or manipulated in the lab when hazardous chemicals/vapors are in use.
- **Covered (closed-toe) shoes** must be worn in the laboratory at all times. Sandals are not permitted because of the danger of broken glassware and/or chemical spills. Long pants are also strongly recommended for similar protection. **Loose clothing should be secured** (scarves, ties, cuffs, etc.).
- **Long hair must be confined.**

**Laboratory Instrumentation**

- **Use only equipment on which you have been specifically trained** by a faculty or staff member only for designated assignments. (Students may not grant permission or provide training for each other.)
- Follow approved protocols, safety guides, and turn off instruments (unless instructed otherwise).
- Use **lab printers only for work related to biology labs** (and Pawprint for other work).

## Chemical Handling & Safety

- Always **use proper caution when handling chemicals**. Consider all lab chemicals and specimens to be dangerous. Almost every chemical (solid, liquid, or gas) is poisonous to the human body to some degree. Do not touch, smell, or taste any chemicals or specimens unless specifically instructed to do so.
- **Read the label** on the bottles carefully before using chemicals. Be sure you are using the correct chemical at the correct concentration before removing it from a container.
- **Immediately wash off any chemicals spilled on the skin** with lots of water. In case of a serious spill remove contaminated clothing immediately.
- Always **use fume hoods** to avoid inhaling chemical vapors or gases.
- **Consult a physician** if you are pregnant or have a medical condition that might render you susceptible to exposure to the chemicals used in a lab.
- When handling chemicals, **keep your hands away from your face**, eyes, and body until washed thoroughly.
- **Label every container** so its contents can be identified – even if it is only water.
- **Do not pipet anything by mouth**.
- **Dispose of solutions in waste containers** and ask before pouring solutions down a drain.
- When diluting acids always **pour acid into water** slowly (never water into acid).
- To access **safety data sheet** (SDS) information on any chemical from any device on the campus network, go to: <https://rms.unlv.edu/msds>

## Waste Disposal & Laboratory Trash

Lab trash comes in several different categories and needs to be disposed of properly to ensure a safe working environment for all.

- **Glass Disposal Box:** anything made of glass, broken or intact such as test tubes, microscope slides, broken beakers, etc. Do not pick up broken glass with your hands; use a broom and a dustpan.
- **Red Sharps Box:** anything that cuts or pokes, such as needles, scalpels, broken scissors, razor blades, etc.
- **Red Biohazard Bag:** any animal parts, but NOT gloves, blades, paper towels, etc. Your instructor will advise you where and how to dispose of items that touched animal parts.
- **Orange Biohazard Bag:** anything contacting cultured bacteria/cells, such as plates, pipette tips, flasks. Use separate bags for glass and non-glass.
- **Chemical Waste:** do not pour solutions down the drain (instructor will supply proper waste containers).
- **Fix Waste in Hood:** anything that has touched fixative (formaldehydes), such as tips, gloves, towels, etc.

## Laboratory Access

- Understand that **scheduled classes have priority** access to laboratories and equipment.
  - Only access biology labs for Biology research/course work.
  - When done **clean up** by returning equipment and reagents, placing all wastes in proper containers.
  - **Plan lab work to be completed by 1:00 a.m** because building access may be prohibited 1:00 – 6:00 a.m. On rare occasions requiring lab access during restricted hours, inform the instructor in advance to apply for an exception through the VPAA's office.
  - If in a lab late at night or other times Wall is lightly occupied arrange for a **“buddy”** to join you and/or notify someone that you will be working alone and when you expect to be done.
  - Keep your **CatCard and cell phone on your person** at all times (interior doors will lock behind you).
  - **Do not unlock or prop lab doors** open for any reason (to prevent unwelcome visitors).
  - **Do not allow anyone else access to the building or labs** (other than your “buddy”).
  - **Conserve energy** by turning off the lights in the labs and bathrooms as you exit.
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**Signature Page – Davidson College Biology Laboratory Safety, Use, and Access Guidelines & Agreement**

I have read and fully understand the rules, safety practices, and regulations governing my conduct in a science laboratory. I will abide by these rules to ensure my safety and the safety of all laboratory participants. I will follow all written and verbal instructions given by the instructor(s) and ask questions if I do not understand a direction/procedure. I understand that violation of these rules may result in removal from the laboratory, removal from the science course, a lowered grade, and/or other consequences as determined by the instructor.

Do not sign this form until you have read all preceding statements carefully. Ask your instructor(s) if you have questions.

**“I have read the Davidson College Biology Laboratory Safety, Use, and Access Guidelines & Agreement including procedures for the prevention of injuries in the laboratory and I will observe them throughout my laboratory work.”**

**STUDENT’S NAME (PLEASE PRINT):** \_\_\_\_\_

**STUDENT’S SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**INSTRUCTOR’S NAME:** \_\_\_\_\_

**COURSE:** \_\_\_\_\_

**SEMESTER & YEAR:** \_\_\_\_\_

**WALL LAB ROOM NUMBER(S):** \_\_\_\_\_

Return this signed page to the instructor and keep the other pages for your reference.

Failure to agree to these safety rules prevents your participation in laboratory exercises.