Laboratory Conduct & Safety Guidelines

General Laboratory Conduct:
- Conduct yourself in a responsible manner and be cautious at all times in the laboratory.
- Place personal belongings and food in appropriate safe areas.
- Lab computers are for lab related use only
  - NO downloads of software and items unrelated to lab work
- No food or beverages are allowed in experiment areas.
- Do not touch any equipment or area with contaminated gloves.
- Handle laboratory equipment with care and clean up after performing an experiment.
- Lab tables should be as uncluttered as possible and walkways clear to allow work space and avoid accidents.
- Place all materials in their proper storage area after use. Make sure they are properly sealed and safe.

Personal Lab Management
- Be sure to take meticulous notes every time you come to lab.
- Organize the information in your lab notebook clearly so that others can easily find and understand the necessary information.
- Progress reports: prepare regular updates of your work in the lab (every 2~4 weeks).

Personal Safety
- Wear appropriate clothing and shoes such as long sleeved shirts, long pants, and closed-toe shoes.
- Wear appropriate safety gear such as gloves, lab coats, goggles, and masks - especially when handling dangerous chemicals.
- Never attempt to use equipment without proper guidance and adequate knowledge.
- Do not handle any materials or conduct experiments unrelated to your duties in the lab.
- Handle chemicals carefully. Look up Material Safety Data Sheets (MSDSs) of chemicals you will be using for proper handling.
- Tie back medium length and long hair when working near flames or entangling equipment.
- Keep hands away from your face, eyes, mouth, and body while conducting experiments.
- Make sure gas outlets, fume hoods, waterworks, and electrical equipment are secure before and after experiments.
- Always wear gloves when using any hazardous or toxic agent. Remove them before leaving the lab, using telephones, opening refrigerators, and entering common areas.
- Wash hands with soap after experiments and before leaving the lab.
- Be careful of hot glassware, plates, and solutions. Let cool before cleaning and disposal.
• Do not immerse hot glassware in cold water, as it may shatter. Do not dispose of dry ice in the sink, as it may crack the sink.
• Know where the safety equipment, including fire extinguishers, eyewash stations, shower stations, and first-aid kits are located and how to use them.
• Know the emergency exits plans of the building.
• Never work in a laboratory alone or at least without another person within easy call.

Handling Accidents
• Notify the PI or other authorities of the accident immediately, no matter how small it seems.
• Know the location of the nearest telephone and emergency contacts:
  - Emergency - 911
  - UCI Police Department - 949-824-5223
• Refer to the UC Irvine Injuries & Medical Treatment sheet (attached) for what to do after an injury and where to go for medical help.
  - Note: UCI student employees, UCI employees, and volunteers cannot go to the Student Health Center for medical treatment (UCI undergraduate and graduate students can).
• In case of burns, wash area under cold water for at least 15 minutes, then ice area. Get help immediately.
• In case of chemical spills, clear off area and inform the PI, other authorities, or see MSDS to properly clean up the area.
• If you are contaminated, immediately take off contaminated clothing and use the sink or shower to rinse off the contaminated area for at least 15 minutes. Seek help immediately.

Disposal of Waste
• Do not dispose of chemicals in the sink. Dispose them in their proper waste containers.
• Do not mix chemical waste without being instructed to do so.
• Waste containers must be properly labeled and closed at all times unless actively pouring into it.
• NEVER pour used chemicals back into its original container.
• PFA, xylene, DAB etc. should be disposed in its appropriate waste bottle under the fume hood.
• Sharps/broken glass should be disposed in the sharps container.
• Ethidium Bromide should be disposed in the trashcan under the sink.
• Animal tissue should be disposed in the Biohazard waste container.