

# 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.