Laboratory Rules

**General working rules:**

1. Every person working inside the laboratory must register his/her entrance and exit time in the proper notebook.

2. Any kind of food and beverages are forbidden.

3. It is required to use closed shoes that do not expose toes or heels, with anti-skid soles; or safety shoes.

4. Men wearing shorts or women wearing short skirts are not allowed to work at the lab.

5. People inside the laboratory must wear lab coats at all times. The lab coat must be clean and buttoned up.

6. People with long hair must put his/her hair in a ponytail in order to work at the lab.

7. It is not allowed to chew gum in every area of the lab.

8. Smoking is strictly prohibited.

**General Safety Rules:**

1. Follow the handling rules for chemical substances and safety within the laboratory.

2. Researchers must use gloves to make any procedure in which the skin can make contact with infectious materials or dangerous chemicals.

3. It is obligatory to keep clean the work areas to all researchers, both common use and individual areas.

4. Any work area or working unit must be cleaned and disinfected when a microorganism is used (infectious or not).

5. All solutions prepared must be labeled with the appropriate format, indicating preparation date, and name of the product or solution; they must be stored in the proper
place. To make those solutions, it must be used flasks that can close properly. Do not use soda, water or any other beverage’s bottles to prepare or store the solutions.

6.- Chemical or hazardous biological waste, glass and carton produced must be reported to the waste coordinators, and consult the handling, treatment and disposal program.

7.- It is strictly prohibited to dispose in the lab’s drainage system any kind of solid waste, chemical substance or hazardous biological waste, nor into the common garbage.

8.- Each student is responsible of the cleaning of its working material. It is obligatory to keep clean the material washing areas and to avoid accumulation of detergents or cleaning products. Once the material is dry, it must be returned to its proper storage place.

9.- The corridors and safety equipment must be clean and free of obstacles.

10.- Any accident or damage, no matter how little is, must be reported to the laboratory coordination.

**USE OF LABORATORY EQUIPMENT.**

1.- Any user must be registered in each unit’s notebook.

2.- When an unit is damaged or is malfunctioning, it must be reported on the notebook and report immediately to the Laboratory Coordination.

3.- Units and accessories must be cleaned and looked after correctly before and after being used, following the handbook’s instructions or the quick user’s guidebook.

4.- Do not let turned on: espectrophotometers, plate readers, centrifuges, shakers and heating plates.

5.- Do not let dirty material in the instruments or equipment.