**Lab Safety and Responsibility Overview:**

**Benchtop:**

* All equipment should be shut off after use (except computers, heating blocks/baths and incubators) this includes PCR machines, Stir/hot plates, balances, spectrophotometers.
* If you are using a flame, keep it away from under the overhead shelving. No paper hanging off the overhead shelving. When using ethanol with a flame, clear clutter off of bench space. Do not leave the immediate vicinity of a Bunsen burner when the flame is on.
* Biohazard bins/containers- Do not allow biohazard bins or containers to overflow. Any plates that go into the biohazardous waste should be parafilmed to prevent mold spore dispersal.
* Sharps containers- Do not add non-sharps items to sharps container (including tape or chem wipes) do not put hands or fingers into sharps container. Once sharps container is ¾ full, shut sharps container and get a new one.
* Do not open the lab doors, push elevator buttons or use computers while wearing gloves (even if they are clean, it weirds people out).
* All bottled solutions should be clearly labeled (with actual names not formulas)
* Any rotating piece of equipment (rotator, incubator, or centrifuge) should be properly balanced.
* No eating or drinking at the bench or with gloves on (drinks may be left on the front table next to the lab entrance.)

**Common use items:**

* For common use items including refrigerators, realtime PCR, freezers, gel docs, nanodrop, autoclaves. Be respectful and courteous. If you make a mess clean it up. If you would like to use a piece of equipment and another person is using it make sure you verify they are done before you use it.
* Autoclaves:
  + All items go in an autoclave safe bucket/tray
  + If you remove liquids from the autoclave you **must return them** to their owner. If you cannot find the owner, leave the liquid items in the autoclave and use the other autoclave.
  + All bottle lids loosened
  + Dry items run under dry cycle, liquid items run under liquid cycle