

## **Laboratory Rules and Guidelines for Biology 131, 132**

Safety is enhanced when students follow the required rules, use common sense, and behave responsibly. No food, drink, gum, radios, or children are allowed in the laboratory during active sessions. Before coming to class, read the laboratory exercise and arrive on time.

### **Preparation**

1. Bind all loose clothing such as scarves, ties etc.
2. Long hair should be tied back.
3. Sandals or open-toed shoes should not be worn.
4. Contact lenses are not recommended for laboratory work.
5. Safety goggles are recommended and available to the student upon request.
6. Your lab bench should be cleared of all bags, books etc. except for your lab manual and pencil.

### **During experiment procedures keep the following in mind:**

1. Do not use instruments or tools unless you know how.
2. Consider all chemicals to be dangerous unless you are specifically instructed otherwise.
3. Do not arbitrarily mix chemicals!
4. Be conservative in your use of chemical reagents and be careful not to contaminate them.
5. Never smell (inhale) gases or vapors directly.
6. Never taste chemicals.
7. Always dilute chemicals with plenty of water when you dispose of them in the sink.
8. Follow specific instructions when other disposal methods are required, such as the use of Biohazard Bags, special containers, or recycling bins.
9. Extreme care must be exercised when using bunsen burners. Do not leave unattended.
10. All broken glass or spilled chemicals should be reported to your instructor and cleaned up promptly.
11. Report any odor to your instructor immediately.

### **In case of accidents:**

1. If a foreign object or substance gets in your eye, immediately go to the nearest eye wash station and notify your instructor.

2. If chemicals come in contact with your eyes or skin, wash immediately with large amounts of water. Contaminated clothing should be removed.
3. In case of any accident, your instructor should be notified immediately.  
At the end of the lab it is the student's responsibility to:
  1. Disinfect the lab table using after use.
  2. Make sure lab seats are put back under the table.
  3. Return equipment to its proper place, making sure that cabinet doors are closed and locked when not in use.
  4. Wash hands before leaving the lab.
  5. Report broken equipment to your instructor.
  6. Keep complete records of all data you obtain.

**AND REMEMBER...**

**IF YOU HAVE ANY DOUBT ABOUT WHAT TO DO IN ANY SET OF CIRCUMSTANCES, CONSULT YOUR INSTRUCTOR.**

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I have read, heard and understand all of the above stated policies and procedures governing the Laboratory in Human Anatomy and Physiology. I further understand that my continued attendance in this class reflects my acceptance of the above policies.

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Print Name  
and Section

Course No.

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Signature

Date