



Texas Tech University
Laboratory Responsibilities



1. Employees must wash their hands upon entering the lab, before and after handling viable materials, after removing gloves and immediately before leaving laboratory.
2. Students working in the lab must wear closed-toe shoes, lab apron/lab coat at ALL times along with protective eyewear and gloves. No shorts, short skirts or open-toed shoes are allowed at anytime in any labs.
3. Lab coats and gloves CANNOT be worn out of any labs.
4. Wash dishes, clean counter tops, take out trash and pick up after yourself and other students: EVERYDAY – This includes in all labs, kitchens and classrooms.
5. Eating, drinking, smoking, dipping, chewing (or other tobacco use or spitting in any laboratory trashcan or sink), handling contact lenses and applying cosmetics are not permitted in the laboratory.
6. Food and drinks are not allowed in the laboratory.
7. All lab procedures should be performed carefully to minimize the risk of the creation of splashes and aerosols.
8. Work surfaces should be sanitized with (ethanol, Clorox wipes or 409) before and after use. Surfaces should also be sanitized immediately after any spill or splash of viable material.
9. All broken glass should be placed in the broken glass box and should never be handled with your hands, always use the broom and dust pan. Broken glass boxes are located in all labs.
10. All cultures and incubated samples should be double-bagged in biohazard bags and autoclaved. After bags are autoclaved, place them in a black trash bag and take to the dumpster. Do not set the bags in the hallway you must take them to the dumpster.
11. Know the location of the fire extinguishers, eyewash station and first aid kits.
12. Always use good aseptic technique in the lab. **Aseptic** technique is a set of specific practices and procedures performed under carefully controlled conditions with the goal of minimizing contamination by pathogens.
13. Label all mixed chemicals with the following: name of chemical, date made and initials of person who made it.
14. Ask if you have questions or problems, the staff is here to help everyone. If the staff does not know about your research then we can not help.
15. Log ALL equipment usage. If you can not find the log book – ask!
16. The record books are for records only not for anything else. DO NOT write notes, use pencil or quote marks.
17. Report any injury or accident to immediate supervisor as soon as possible. No accident is to small
18. Appropriate behavior to be observed in the labs:
 - a. Do not talk on your cell phone. Student workers need to leave their phones in their lockers or in their time card box on silent.
 - b. Appropriate topics of conversation and language should be chosen.

I _____ have read and understood the above information.

Signature _____ Date _____