



Texas Tech University
Animal and Food Sciences



Meat Science and Muscle Biology Section

Requirements for Meat Science Graduate Students and Student Workers

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, classrooms and the meat lab.
 - *If you are conducting any type of research in any part of the building it is your responsibility to clean up after finishing the project. Examples are: cutting steaks, teaching labs and running any types of lab experiments.
 - *We have NO Janitors to take out trash, etc. You can not assume that the meat lab, kitchen or labs clean automatically. Do not let dishes and trash accumulate.
5. Eating, drinking, smoking, dipping, chewing (or other tobacco use), 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
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. Log ALL equipment usage. If you can not find the log book – ask! The record books are for records only not for anything else. DO NOT write notes, use pencil or quote marks.
14. If you have questions – ASK! Do not assume anything.
15. All lab procedures are located in the lab manuals (a copy is in each lab) or in the filing cabinet in Lab 110.
16. After using the Minolta and Hunter, make sure to download all your data. It is your responsibility to make sure they are downloaded. Several students in the department use the colorimeters, make sure you take care of your data.
17. Label all mixed chemicals with the following: name of chemical, date made and initials of person who made it.
18. Label everything: boxes in freezer, samples in ultracold, chemicals, notebooks, etc. (Project Name, Sample Type, Your Name and Date w/year).
 - a. Box labels have been made and MUST be used. Make sure every box has a label. The labels need to be attached on the end of the box and taped. If your samples are going in the ultracold make sure there is a label on the bag/box.
 - b. Carcass tags, steak tags and whirl-pac bags make sure to include the animal id number, project name and year on the tag. Every tag has to be labeled properly because steaks do fall out of boxes and bags.
19. At the end of everyday a copy of your data should be put in a notebook that is labeled with (Project Name, Your Name and Date w/year) and put in ML110. You should keep the original in a notebook in your files at your desk.
 - *before you graduate/leave you must provide your computer files on the research computer external hard drive.
20. Undergraduate labor – Student workers are here to help everyone but you have to check with their supervisor in order to use them. Student workers should never be abused verbally or by leaving all the work for them to do including clean-up. You can not leave a student worker alone to do your work and you leave for the day. If this rule is broken then you will loose student worker privileges.
21. Be proud to run research. Do not leave anything (cutting steaks, running TBAs or cleaning up) to your fellow graduate students or staff members. Your degree will have your name on the certificate. Make sure that you take charge of your project.
22. Please make everyone aware of you research schedule. This includes faculty, staff and fellow graduate students. Please put all research on the research calendar

23. Do not assume that the Lab Technician or Meat Lab Manager know when we are out of a certain supply or that a machine breaks. Send an email or literally discuss with the proper person when **items need to be ordered** or **machines need to be fixed**.
24. 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.
25. Appropriate behavior to be observed in the labs:
- 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.
 - Do not spit in laboratory sinks, trash cans or on the floor.
 - Do not use ANY tobacco products in any part of the meat lab. This is a state law for state properties.
 - Appropriate topics of conversation and language should be chosen.
26. Procurement card usage
- When you use the card make sure you sign the card-holder's name, there is no tax and you have to have an itemized receipt.
 - After purchasing items bring the card back to the **card-holder** and make sure you have an account number.
 - Attach the receipt to the sheet and do not tape over the dollar amount. One receipt per page
27. Ordering research supplies
- Allow **three** to **four** weeks for your supplies to arrive before you start your project
 - Discuss project with lab tech or meat lab manager. Don't assume they know what you need or depend on them to search for your supplies. The graduate student appointed to the project knows the most about the specific needs and must put forth the effort to find the exact supply necessary.
 - The following will be needed to order supplies:
 - Product Information
 - Chemical:** name and compound, formula weight, amount needed (either in grams, mls or # of bottles), grade of chemical needed and item number
 - Meat:** specific product information (IMPS number, grade specifications, amount of age); speak with meat lab manager about product so he may order
 - Consumers:** number of people, amount paid/ consumer, sensory/color/odor and directions they will follow to complete evaluations
 - Account number and account manager. See Lab tech specifically for exact information so that PO is acceptable.
 - List the vendor that you found the information from. The most cost effective vendor will be used.

I _____ have read and understood the above information.

Signature _____ Date _____

