

Guidelines for the Allison Lab

1. Please clean up after yourself so that others can use common space and equipment, especially:
 - Bench space
 - Glassware
 - Balances
 - Fridge and freezers
 - Sinks
2. Always wear proper safety equipment (goggles, gloves, lab coat)
3. Know the locations of emergency showers, eyewash, and fire extinguishers
4. In an emergency evacuation, our meeting point is between Bio Sci 3 and McGaugh on Ring Road
5. Label all containers with full chemical names, date, and your initials
6. Write the received date on new chemicals
7. Store concentrated acids and flammables under the hood
8. Properly label and store your chemical waste
9. Do not dispose of hazardous waste in the sink or trash
 - Non-hazardous pipet tips go in the plastics box
 - Hazardous tips go in the small hard-sided containers
 - Sharps go in the small hard-sided containers
 - Record date that waste is ready for pickup on log sheet
10. Save computer files in a project folder with a descriptive file title and comments in the 'Properties' box
11. Use sign-up sheets to record use of plate reader, microbalance, lab keys
12. Only Dr. Allison or designated personnel may sign off on lab purchases
13. Lab resources (computers, phones, etc.) should not be used extensively for non-lab purposes
14. Discuss problems or concerns (e.g. discrimination, sexual harassment, safety issues) with the lab manager or Steve