

## School of Biology Undergraduate Lab Safety Policy

Biology laboratories are potentially dangerous not only for students but for those who prepare and clean up the labs. For this reason, there are strict regulations, some State mandated, governing conduct in the labs. You are required to follow all regulations and precautions set forth by this agreement and any that may be conveyed to you by your instructor each week.

- 1) **Food and drink** of any kind (including chewing gum) are prohibited inside the lab. Secure water bottles in your backpack or purse before entering the room. Violators will be expelled from lab.
- 2) **Appropriate clothing**—Georgia Tech has recently revised its policy regarding appropriate clothing in laboratories where chemicals and organisms are used or manipulated. Students not conforming with the following requirements will be asked to leave the lab to acquire appropriate clothing. Students must provide the following:
  - a. **Long pants** must be worn in the laboratory.
  - b. **Close-toed shoes** that cover the sides and top of the foot must be worn in the laboratory.
  - c. **Lab coats** must be worn when working at the bench. Students are responsible for keeping their lab coats in good condition and reasonably clean so as to not create a hazard. Lab coats must be 100% cotton and cover the wearer to the knees.
- 3) **Safety glasses** must be worn when working at the bench. Safety glasses must have side shields for splash protection and conform to the wearer's face. Glasses must be worn over prescription glasses and contact lenses. Safety glasses will be available for your use in the lab. Safety glasses prevent eye exposure to liquid reagents and breakables, as well as dangerous substances such as bacteria, toxins, acids or UV light.
- 4) **Appropriate waste disposal** is critical. Any waste that comes into contact with biological agents (bacteria, bodily fluids, DNA, cell components, etc.) must be put into orange biohazard bags. This includes glass that has been contaminated with biohazardous material.
  - a. Any non-biohazard that has the potential to stick or cut you, designated "sharp," must be put into a lined cardboard box. All other waste (non-biohazard and non-sharps) can be put into the regular trash can.
  - b. Your instructor will review specific novel biohazard and toxic waste disposal with you each week.
- 5) **Emergency equipment** – identify the location of a first-aid kit, eyewash station, shower and fire extinguisher in each lab. Report all injuries to your instructor immediately. Students may self-administer simple first aid (band-aids, etc.) to themselves. More serious injuries require an escort to the student health center or treatment by emergency medical personnel.
  - a. If emergency services are required, call **404-894-2500**.
  - b. A list of Georgia Tech emergency personnel is posted in each lab.
- 6) **Cleanliness** of your workspace is essential to prevent exposure of your fellow students to dangerous substances. Wipe down your workspace before and after every lab session. Report spills to your instructor. Immediately wash yourself, wipe up spills and rinse the area thoroughly. Dispose of waste properly. Your work area must be clean and all supplies returned to their proper locations before you leave the lab.

PRINT NAME \_\_\_\_\_

SIGN NAME \_\_\_\_\_

DATE \_\_\_\_\_