MICROBIOLOGY LABORATORY SAFETY RULES

The following procedures should be observed at all times to ensure safety in the laboratory:

1. **Do NOT eat, drink or bring any food or beverage (including water) into the laboratory.** In addition, never put anything (e.g., pencils, pens) into your mouth while in the laboratory. This is for your own protection. Live microorganisms and potentially harmful chemicals are used in this room.

2. **Keep the bench top clear of any unnecessary materials.** Textbooks, backpacks, purses and all other materials not in use should be removed from your lab bench.

3. **Wear enclosed shoes in the laboratory.** Do not wear sandals or open-toed shoes to avoid chemical or physical injury due to spills, broken glass, etc.

4. **Begin AND end each laboratory session by disinfecting your work area.** Wet the bench top with the disinfectant provided, spread with a paper towel and allow to air dry.

5. **If any microbial culture material is spilled you should:** a) cover the spill with disinfectant and then a paper towel, b) leave for at least 10 minutes, and c) thoroughly clean the area and dispose of the material as indicated by the instructor.

6. **NEVER pipette materials by mouth.** Only use the pipette bulbs or pumps provided in the lab, this way there is no chance of your ingesting the substance being measured.

7. **Exercise care with the Bunsen burners.** Burners should be OFF when not in use. Flammable materials should be kept a safe distance from the burner. Also, individuals with long hair should have it pulled back to avoid contact with open flame.

8. **Report all accidents, spills or injuries to the instructor.** You will be given instructions as to how best to deal with the situation.

9. **Inform the instructor of any missing lab materials or equipment.** Do NOT attempt to find what you need by searching the laboratory, simply ask the instructor to provide you with what you need.

10. **NEVER discard material contaminated with live cultures in the garbage.** Leftover culture material should be placed in an area designated by the instructor so that it can be sterilized before disposal.

11. **NEVER remove cultures, reagents or other materials from the laboratory.**

12. **Wash your hands each time you leave the laboratory and at the end of each laboratory session.** This is important to minimize the transfer of any microbial material outside the lab.
MICROBIOLOGY LABORATORY GUIDELINES

At the end of each laboratory session, it is your responsibility to be sure that:

1. Your microscope is free of oil (on the objective lenses or anywhere else).
   This prolongs the life of these expensive instruments. If immersion contacts any objective lens other than the oil immersion lens, notify your instructor who will clean the lens with methanol.

2. The scanning objective lens (with the red stripe) is in position above the stage.
   The scanning lens is shortest, thus furthest from the stage and unlikely to be damaged when the microscope is handled. This is also appropriate since you always begin examining a specimen at lower magnifications.

3. Your microscope is covered and stored “arm out”.
   Be sure the cover fits the contour of the microscope. To properly handle the microscope when removing it from storage, it must be stored with the arm facing out.

4. All materials are disposed of properly.
   Biological waste and chemical waste must be disposed of as instructed (never in the sink or regular trash). All other waste should be disposed of in the regular trash.

5. The gas valves are OFF (perpendicular to the spout).
   Gas leaks need no explanation. Always be sure they are OFF before you leave the lab.

6. Your drawer contains a complete set of lab materials.
   Personal lab utensils and materials are easy to displace. Be sure your drawer has a complete set of materials, and see the instructor if anything is needed.

7. Your lab bench has been cleaned with disinfectant.
   Having handled microorganisms at your workbench, it is essential that you disinfect your work area. The next person to use your work area will appreciate it!

8. Your chair is pushed underneath the bench, and all drawers are closed.
   Anything that obstructs the aisle can be a hazard.

9. You wash your hands.
   Always wash your hands before leaving the lab since you routinely handle microorganisms.

Remember that these safety rules and guidelines are for the protection of yourself and others. They are also a courtesy to those who will use the lab space after you, so be sure to leave your work area as you would have it left for you. Also, points may be deducted for repeated transgressions, so please take these guidelines seriously!
STATEMENT OF COMPLIANCE WITH MICROBIOLOGY LABORATORY SAFETY RULES & GUIDELINES

I, _________________________________________, have read, understood, and will comply
(please print your name)
with the Microbiology Laboratory Safety Rules and Guidelines, and have been given a copy of these rules and guidelines to keep in my possession.

Class section # __________________________

Day and time: ____________________________

Student Signature: ____________________________

Date: ____________________________