

Laboratory Rules Agreement
For the Henrietta K. Towers (HKT) at Pleasant View Farm
Owned and operated by the Hubbard Brook Research Foundation

To ensure that activities conducted at the HKT Lab are done so in the safest manner possible, lab users must read, discuss, and sign this safety rules and procedures agreement. The signed copy will be kept in the facilities manager's office.

1. Perform the experiments as directed by your PI. Do not do anything which is not part of an approved experimental procedure. Follow all instructions given by your PI or supervisor.
2. Be properly prepared to do the experiment. Read the written procedures in advance and understand what you are going to do. Lack of familiarity wastes your time and is a major cause of injury. Know the hazards before you do the experiment.
3. Never perform hazardous procedures in the lab alone.
4. Wear appropriate protective equipment. A lab coat or apron and ANSI approved eye protection should be worn whenever chemicals are being handled. This usually means chemical splash goggles. In addition, gloves and face shields should be used as appropriate.
5. Learn the locations and operation of emergency equipment. This includes eyewash, safety shower, fire extinguisher, and first aid supplies. Know what to do in case of emergency.
6. Act in a responsible manner at all times.
7. Do not wear sandals or open-toed shoes in the lab. When working with chemicals, leather shoes are best. Clothing should not be loose and floppy, especially in the sleeves. Avoid synthetic fabrics, some of which are flammable and all of which can melt. Arms and legs should be covered when working around chemicals.
8. Tie back long hair to keep it away from flames and chemicals.
9. Never taste a chemical. Check odors only if instructed to do so, by gently wafting some of the vapor towards your nose with your hand. Be sure your work area is adequately ventilated for your experiment.
10. Turn off all heat sources (alcohol burners, hot plates) when you are not using them. Never let them operated unattended.
11. Treat burns immediately by putting the burned area under cold water for at least 15 minutes. Cold water markedly reduces subsequent pain and blisters.
12. **READ THE CHEMICAL LABELS VERY CAREFULLY.** Read them at least 3 times: when you pick it up, just before you use it, and after you are finished.
13. Smoking, eating, or drinking in the lab is forbidden.
14. Report all accidents, injuries, and close calls to the facilities manager immediately.
15. Dispose of chemicals properly. Refer to the Waste Generation Manual for guidance.
16. Never return unused reagents to the reagent bottle. Be careful to take only what you actually need. Do not contaminate the reagents.

17. Clean up all spills immediately. This includes water.
18. List all allergies and pertinent medical information on the emergency form provided in your welcome packet. This is for your protection.
19. Treat all chemicals with the respect they deserve. Know the hazards before you handle the material.
20. Never take chemicals, supplies, or equipment out of the laboratory without the knowledge and consent of the facilities manager. Remember: **NOTHING EVER GOES FROM THE HOUSE TO THE LAB, OR FROM THE LAB TO THE HOUSE!**
21. Wash off all chemicals splashed or spilled on your skin or body immediately and for 15 minutes. Remove contaminated clothing immediately. Notify the facilities manager.
22. Clean your lab space, put away all equipment and reagents, and wash your hands at the end of each work session.

I, _____ have read, understand, and agree to follow these safety rules and procedures while working at the HKT lab at Pleasant View Farm. I agree to abide by any additional instructions, written or verbal, provided by my PI or the facilities manager.

Lab user's signature

Date

Facilities manager's signature

Date

gfw
6/1/03