

## **Rules for the safety and convenience of everyone working in the laboratory:**

1. Keep silence during classes to not disturb other students.
2. Eating, drinking are forbidden in the laboratory.
3. Long hair must be tied up and this is a student's responsibility as cases of burning hair from the burner were recorded.
4. Student bags must not be placed on the floor in the laboratory.
5. Pencils, labels or any other materials should never be placed into mouth.
6. Transfer needles and loops are sterilized by heating the entire length of the wire to redness before and after using.
7. If bacterial culture will spill off, cover the area with disinfectant and notify the instructor.
8. It is not allowed to take bacterial cultures from the laboratory.
9. Inoculated media placed in the incubator must be properly labeled i.e. with name, date, and the nature of the specimen, and put on the assigned shelf.
10. Gas burners must be turned off when not in use during the laboratory period. Be sure gas burners are turned off at the end of the laboratory period.
11. Eyepiece, lenses, and objectives should be cleaned after use. Immersion oil must be wiped off from the lenses of the microscope with lens paper.
12. All reagents and equipment must be turned to their proper place at the end of each laboratory period.
13. All tubes, Petri dishes etc. must be disposed into sterilization cans at the end of the laboratory period.
14. All scraps of paper, cotton, etc. must be placed into wastebaskets and not left on desk tops or on the floor.
15. Personal accidents, such as cuts, burns must be reported immediately to the instructor.
16. Every student should wash his/her hands with a soap and then with a disinfectant before leaving the laboratory.