

# Mercy College of Ohio

## Microbiology Laboratory Safety Rules and Regulations

### **A. Personal, Partner, and General Lab Safety**

1. **You MUST wear a lab coat and gloves whenever working with microorganisms.**
2. All skin must be covered during a laboratory class – **no tank tops, midriffs, shorts, short skirts, or clothing that exposes the skin** may be worn. Avoid wearing **nylons** since they are highly flammable.
3. Feet must be completely covered, so **sandals, open-toed shoes and open-heeled shoes** are prohibited.
4. Long **hair MUST be tied back** during laboratory class.
5. **Contact lenses, both hard and soft, cannot be worn** during classes (See Laboratory Safety: **CONTACT LENS WEAR**). Students **must wear safety goggles** during any procedure deemed necessary by the instructor.
6. **NO smoking, eating, drinking or chewing gum** in the laboratory. **NO PIPETTING BY MOUTH**. Safety bulbs must be used with all pipettes.
7. To safely smell a chemical odor, hold the test tube away from the face and **gently waft the odors toward the nose** with the hand.
8. When pouring liquids into test tubes, hold the test tube with a tube clamp or place the test tube in a test tube rack. Do not hold the test tube in your hand.
9. When heating test tubes, be certain that **the mouth of the tube is pointed away** from your face and the face of others around you. **BE MINDFUL OF YOUR NEIGHBORS**.
10. Cracked, chipped or broken glassware **must be placed in glassware disposal or Sharps containers**.
11. Bunsen burners should never be left unattended when lit and be turned off when not in use.
12. If the experimental procedure is not clear, **ask at least three classmates not in your lab group** for clarification. If the procedure is still unclear, then ask the instructor for an explanation before continuing.

### **B. Injury Protocols**

13. You will **identify the location** of safety showers, eyewash stations, first-aid kits, and the type and location of fire extinguishers. You will also be familiar with **both exit routes in case of fire**.

14. If a concentrated acid or base is splashed on skin, clothing, or in the eyes, flush the area immediately with water for **at least 15 minutes** at the sink, safety shower, or eyewash station.
15. All accidents or injuries, no matter how minor, must be **reported to the lab instructor** as quickly as possible. Treatment of the injury is at the discretion of the injured party.

### **C. Treatment of Samples and Stock Supplies**

16. **Label all test tubes, beakers, petri dishes, slides, etc.** appropriately.
17. **Never remove stock bottles from the supply table**, rather, use the small dropper bottles provided or pour samples out of the stock bottle into a small container. **Do not insert pipettes or droppers into stock bottles nor return excess chemicals to stock bottles.** Replace all bottle caps immediately.

### **D. Organization and Cleanliness**

18. **Only bring materials needed for lab into the laboratory.** Other materials not required for lab, such as books, coats and other items, can be place in the hall or lab lockers. You may bring a lock with you, but remember to remove it after class. Neither the instructor nor Mercy College of Ohio is responsible for lost or stolen articles.
19. At the beginning and the end of lab, **clean the lab tables with disinfectant and dry them with paper towels.**
20. After completing your experiment, **rinse your glassware and place it in the washbasin.** Microbial samples in **plastic containers (most petri plates, some test tubes) must be discarded in the Red Biohazard containers.** Samples in **glass containers should be returned to the front bench** to be properly disposed of by the instructor.
21. **WASH YOUR HANDS WITH SOAP AND WATER BEFORE LEAVING LAB!**

I have read the above safety rules and agree to follow them. If I choose not to follow them I release the instructor and Mercy College of Ohio from all liability in the event of any injury.

Name \_\_\_\_\_  
(Please Print)

Signature \_\_\_\_\_

Course \_\_\_\_\_

Instructor \_\_\_\_\_

Date \_\_\_\_\_