

**SAFETY POLICY FOR INDEPENDENT WORK IN BIOLOGICAL AND
CHEMICAL LABORATORIES**

Addendum to Laboratory Safety Practices and Policies
Departments of Biological Sciences, Chemistry, Mathematics and Physics

Regarding: The use of biology, biotechnology, chemistry, microbiology, and research laboratories by students participating in biological and/or chemical laboratory courses, capstone projects, and/or independent research.

Purpose: To ensure the safety of the students when working in the laboratory and to ensure proper use of laboratory equipment.

Policies:

1. Students working in the biology and chemistry laboratories outside of scheduled class times will require written permission of a faculty mentor or alternate supervisor and must be under proper supervision. This document serves as written permission of the faculty mentor.
2. **Students enrolled in 200 level biological courses may not work alone in the laboratory.** Students enrolled in a 200 level anatomy course may have access to the Anatomy Lab(s) to observe prepared slides, dissected cats/organs, and plastic models. Students enrolled in 200 level microbiology courses may have access to the Microbiology Lab to examine bacterial plates and cultures, create bacterial cultures, and/or use of the microscopes. Access to these labs is only given under proper supervision. A student supervisor must be present in the room at all times and a science faculty member must be present in the building until completion of the laboratory work.
3. **Students enrolled in 300/400 level biology or chemistry courses may not work alone in the laboratory.** To facilitate a timely response in emergency situations, students should be in close proximity to other individuals while working in the laboratory. Two individuals consisting of either two students enrolled in a 300/400 level biology/chemistry course or a student and a biology/chemistry faculty member must be present in the laboratory or in an adjoining classroom or laboratory at all times laboratory work is in progress. If two students are in the laboratory, a science faculty member must be notified that students are working in the laboratory and must agree to remain in the same building as long as students are in the laboratory. The science faculty member may be the faculty mentor or may be an alternate supervisor chosen by the faculty mentor.

4. Students who are not enrolled in 200/300/400 level biology courses or 300/400 level chemistry courses and who are not performing preauthorized work are not permitted in the laboratories at any time.
5. **Students must be aware of the risks involved with the use of biological materials, chemicals, and laboratory equipment.** Safety Data Sheets (SDS) and Technical Manuals are available from the Departments of Biological Sciences and Chemical Sciences and must be reviewed by students prior to proceeding with the use of biological materials, chemicals, or the operation of laboratory equipment. The responsible faculty member shall provide students with updated safety information before and during any laboratory work.
6. **Students must be familiar with the location of all safety and emergency equipment** in and near the lab as well as its proper usage. Students must also know the location of exits from the laboratories and building.
7. Students will utilize all required personal protective and safety equipment when performing work in the biological or chemical laboratories (e.g. chemical splash goggles, buttoned laboratory coats, gloves, fume hoods, etc.).
8. Students must not remove equipment from any laboratory without first checking with their laboratory instructors, the faculty mentor, or the appropriate Science Laboratory Manager. Students may not use any reagents or supplies that do not belong to their mentor(s) without prior approval of the appropriate Science Laboratory Manager or a faculty member. If a student discovers that a piece of equipment is not in working order or if equipment is broken by the student, s/he must inform their mentor or the appropriate Science Laboratory Managers.
9. Students may not disrupt a class in a teaching laboratory. Students must ask the instructor prior to retrieving samples or using laboratory equipment. Teaching laboratories have first priority in equipment use. The class schedules for the teaching laboratories are posted outside of each laboratory.
10. Students must store all reagents and research supplies in designated locations. Please note the proper storage of reagents, chemicals, and biologicals. Their storage temperatures typically range from -70°C to greater than 37°C .
11. All students participating in independent research or capstone projects must check in with the responsible faculty mentor prior to beginning their research on a daily basis. All work students perform in the laboratories must be pre-approved by the faculty mentor. Any questions regarding laboratory work are to be directed toward the responsible faculty mentor.
12. Students must report any injury, no matter how minor, to the responsible faculty member. If blood is present, first aid is performed, or an emergency

shower or eyewash is necessary, SU Security must be notified by dialing “4500” on any SU phone. A member of the Laboratory Services Team must also be notified. In the event of severe injury, students will immediately seek emergency medical attention BY CALLING 911 and alerting SU Security.

13. **Prior to being approved to work in the laboratory, all independent research students must complete the following:**

- **Review of the Laboratory Safety Practices and Policies document and completion of the quiz.**
- **Completion of the Laboratory Safety Training Module and the associated quiz in Blackboard.**
- **Submit the Laboratory Safety Agreement through Blackboard.**
- **Sign the Consent Form and Approval Certification and hand into the Laboratory Safety Manager.**
- **If performing field work, submit the Field Studies Agreement through Blackboard.**

14. A copy of the signed and witnessed Consent Form and Approval Certification shall be filed in the office of the Laboratory Safety Manager. All other documents shall be submitted electronically.



CONSENT FORM AND APPROVAL CERTIFICATION
FOR WORKING INDEPENDENTLY IN BIOLOGICAL AND CHEMICAL
LABORATORIES

Please Initial:

Student Faculty

_____ _____ I shall not work in the laboratory outside of scheduled class times unless a supervising faculty member has provided written permission and is present in the building.

_____ _____ I understand that I may not work in the laboratory alone.

_____ If I am a 200 level biology/chemistry student, a minimum of two people (two students, both of whom are enrolled in a minimum 200 level biology/chemistry course, or a student and a biology/chemistry faculty/staff member) must be present in the lab where I am working at all times.

_____ If I am a 300/400 level biology/chemistry student doing independent research or a capstone project, a minimum of two people (two students, both of whom are enrolled in a 300/400 biology/chemistry course, or a student and a biology/chemistry faculty/staff member) must be present in the laboratory or in an adjacent classroom or laboratory at all times laboratory work is in progress.

_____ _____ Students who are not enrolled in 200/300/400 level biology courses or 300/400 level chemistry courses or who are not performing authorized work shall not be permitted in the lab at any time.

_____ _____ I agree to make myself aware of and assume responsibility for the risks involved in the use of biological materials, chemicals, and laboratory equipment in the lab. Safety Data Sheets (SDS) and Technical Manuals are available from the Departments of Biological Sciences and Chemical Sciences for my review. I agree that prior to the use of any biological material, chemicals or laboratory equipment I am responsible for reading all relevant safety information. If I am unable to locate the required information, I will seek out the guidance of my responsible faculty mentor before proceeding.

_____ _____ I agree to make myself aware of the location of all safety and emergency equipment in and near the lab as well as the proper usage

of this equipment. I will also familiarize myself with the location of all exits from the laboratories and building.

_____ I will utilize all required personal protective equipment and safety equipment when performing work in the biological or chemical laboratories.

_____ I will not remove any equipment from another laboratory without checking first with my laboratory instructor, faculty mentor, or the appropriate Science Laboratory Manager. I will not use reagents or supplies that do not belong to my mentor without prior approval of the appropriate Science Laboratory Manager or faculty member. If I discover that a piece of equipment is not in working order or if I break a piece of equipment, I will report it to my faculty mentor or the appropriate Science Laboratory Manager.

_____ I will not disrupt a class in a teaching laboratory. I will ask the instructor prior to retrieving samples or using laboratory equipment. I understand that teaching laboratories have first priority in equipment use.

_____ I will store all my reagents and research supplies in their designated locations.

_____ I understand that I must check in with my responsible faculty mentor or a member of the science faculty/staff on a daily basis prior to beginning my research. I understand that all work, which I perform in the laboratory, must have been previously approved by my instructor or mentor. All questions regarding the laboratory work are to be directed toward the responsible faculty member.

_____ I will report any injury, no matter how minor, to the responsible faculty member and will follow the faculty member's instructions. In the event of severe injury, I will seek emergency medical attention immediately.

_____ I have reviewed the "Laboratory Safety Practices and Policies" and the "Safety Policy for Independent Work in Biological and Chemical Laboratories."

_____ I understand that by not abiding by the terms stated in this consent form and in the preceding safety policies, as well as to any further stipulations made by my mentor, sanctions may include, but are not limited to, having my independent laboratory privileges temporarily or permanently suspended.

By my witnessed signature below, I agree to the above rules governing my independent work in the Biological and Chemical Laboratories.

Student's Name (please print)

Student's Signature

Date

Instructor's Signature

Date