# Lab Etiquette

* **Before you leave at the end of the day**, walk around the lab to make sure that equipment is shut off and clean, and that shared work spaces that you have used have been cleaned up.
* Tip/serological pipet waste goes into tip waste box.
* Once tip waste is full, tape the box shut and bring it down to the dumpster in the basement.
* Empty tip boxes are disposed of in the trash, unless they are reusable (P-10 white unfiltered tip boxes or P-200 yellow unfiltered tip boxes). Reusable boxes are placed in the box near the 2nd fume hood.
* Both needles and syringes are to be placed in the sharps containers.
* If you have borrowed equipment, make sure to return it.
* If you notice that the lab is running low on a reagent/product, please write this information on the white board by the chemical shelf. Please included:
  + product name
  + product number for ordering
  + quantity needed to be ordered
* Autoclave culture waste.
* After autoclaving, rinse out autoclave bins.
* Label freezer boxes with at least:
  + project/sample name
  + your netID
* Dispose of phenol/chloroform in the appropriate waste container (chemical jug in the fume hood). If the container is getting full, notify Chantal (cnk29).
* Use the sign-up sheets to block off time for using lab equipment.
* Make sure the equipment is shut off and clean when it is done being used for the day.
* A designated undergrad will do the dishes and autoclaving unless they are not available.