

Lab Safety Information for *i*-CTERM Lab Members

Safety:

- Never wear open toed shoes.
- Wear a lab coat any time you are in a lab
- Tank tops or shorts MUST be worn under a lab coat AT ALL TIMES
- Use gloves (latex when using water based solutions, nitrile when using most organics) safety glasses or goggles, at all times
- Never touch any phone, doorknob, or computers with lab gloves
- Computers that are needed for use with gloves will be clearly marked (i.e. RT-PCR)
- Lab doors should always be closed. Do not prop them open, do not give out the door codes.
- Label waste bottles with special orange tags. Include FULL NAME of chemicals and their approximate percentages.
- Separate waste (use guidelines in Safety Manual)
- Store and separate chemicals appropriately (use guidelines in Safety Manual)
- Read MSDS' before using chemicals
- All researchers must undergo safety training once a year and print completed checklist for Dr. Har-el
<http://www.drexel.edu/facilities/healthSafety/training/>
- Adhere to the buddy system, never work in the lab alone., always notify someone when you are working in the lab

Clean-up:

- Do not leave dirty glassware overnight (unless it needs to soak in the soap/water bath and if so LABEL IT AS YOURS AND WHAT IT IS)
- Come in the next day and put your dry glassware away
- Clean your work area when you are through for the day!!! DO NOT RUSH OUT FOR ANYTHING!
- Wipe up spills immediately
- Turn everything off that needs to be turned off, especially microscopes, the BULBS WILL EXPLODE!
- When waste bottles are 2/3 full, make sure they are closed labeled properly. Fax form (obtained at www.drexelsafetyandhealth.edu under services) to have waste picked up

Working on bench:

- Always label your work, so everyone knows what it is and the hazards
- Use glass pipette and rubber adapter for organic solvent pipetting (never use the mechanical pipettors). Mouth pipetting is a great hazard to your health

Trash:

- Red containers with black top (on floor) – Glass/Plastic sharps; pipet tips, plastic bottles, aspirated petri dishes and flasks
- Beige containers (on bench top) – Metal sharps; needles and syringes. Do not recap!
- Red bag trash cans (on floor) – Biohazard; gloves, anything used in cell culture-even if disinfected!
- White bag trash cans (on floor) – Non-biohazard; paper towels, wipes, paper
- Paper Recycling – in kitchen
- Plastic Recycling – in kitchen
- Cardboard Recycling – near service elevators

Balances:

- Do NOT move the balances
- Calibrate the top balance each time before you use it
- Clean the balance after use, then turn it off

Cell Culture:

- You must be properly trained by Dolores Conover before using any cell culture equipment and then get permission from Dr. Har-el who, depending on your experience might initially assign you to a more senior lab member to help and mentor you getting REALLY familiar and comfortable with the technical detail.
- It is the mentor's duty to make sure that the mentoree/trainee is fully familiar with all the necessary techniques and proper use of the equipment.
- Freshney's "Culture of Animal Cells" is a required reading and prerequisite to carrying out cell culture work in the lab.

Moving Between Labs:

- You may not wear your lab coat in the halls, nor may you carry it with you from lab to lab
- If you are carrying samples/chemicals and must be gloved, one hand must be gloveless to open doors and press elevator buttons
- Anything you carry must be in a secondary container
- Do not leave lab doors open, even if you are returning soon

Refrigerator/Freezer:

- Every sample going in must be labeled with words and sample number and dated
- Get rid of old samples on a regular basis AFTER SPEAKING WITH DR. LELKES or DR. ZHONG
- Store flammables only in flammables cabinet
- Always let desiccated jars come to room temp before opening
- Samples that need to be frozen and cannot handle a defrost cycle (DNA, antibodies, etc.) should be stored in a -20°C freezer that is not frost-free. There is one each in 5-407 and in 5-409
- Samples that need to be stored at -80°C, should be in a box with your name in the -80°C chest freezer in 5-407

Ordering Supplies:

- When things are running low, let Greg know BEFORE it runs out.
- Orders are completed on MONDAY only. RUSH ORDERS will only take place via Dr. Lelkes' or Dr. Zhong's approval
- For chemicals, you must download MSDS, put in MSDS binder alphabetically and update chemicals list

Computers:

- Never turn them off (unless they need to be rebooted)
- Backup your own data onto the imaging computer in 14-303. Backing up to CDs would be a bonus.

General:

- Do not give out key codes to the lab. If someone does not know it, they are not supposed to know it.
- If you remove something from the lab, notify Dr. Har-el
- Never remove lab notebook from lab, unless you are going to one of our offices, or to another lab to do work. Lab notebooks are property of the lab and have to be returned upon leaving the lab
- DO NOT BEGIN AN EXPERIMENT WITHOUT PLANNING IT
 - This includes knowing the proper protocol, knowing the location of the reagents, and knowing how to use the machines necessary for analysis. Specifically as a novice ask senior lab members for assistance.
 - NO LAST SECOND ASKING FOR ASSISTANCE!!

If you have any questions or require any assistance, please contact:

Dr. Yah-el Har-el at telephone: 215-762-7488 or email: yahel.harel@gmail.com