GENERAL LABORATORY RULES

1. During the first week of class your instructor will provide you with a **schedule**

 of laboratory exercises. Your preparation is critical. You are expected to be familiar with the content of each exercise when you arrive in the lab. Read the lab exercise **PRIOR** to the laboratory meeting time. Study basic biological concepts dealing with the lab activity from the lab manual and the lecture text. Laboratory content will not be directly addressed in lectures.

2. **BE ON TIME**. The laboratory instructor will give verbal instructions at the beginning of each laboratory. Anticipated difficulties will be pointed out, special group assignments will be made, and changes in procedure will be noted. Take careful notes on these instructions. There is not time to repeat these instructions for each person/ group.

3. **Clean work area** is a safe work area. Cleanse the tabletop with ethanol prior to the beginning of each exercise and at the close of your lab. Tabletops should remain clean and uncluttered at all times. Books, bags, purses and extraneous supplies should be located under the student workstation and away from the work surface and traffic areas such around the sinks. Marks on the lab tables are best cleaned with a small dab of cleanser and rubbing with a green pad (located in each student drawer). Prevent marks by laying the plastic sheet from your storage cabinet or placing a paper towel under your microscope, metal-edged notebooks, purses, or book bags.

4. No smoking, eating, or drinking is allowed in the confines of the laboratory, and it is wise to keep your hands away from your face. Long hair should be tied back, as a safety precaution.

5. Before leaving class on the first meeting be sure to familiarize yourself with the location of the **first aid** equipment, **fire safety** equipment and emergency **evacuation** procedures. Remember to use all equipment and supplies according to directions. Wear protective gear when it is required. (The lab will supply gloves only when dealing with human body fluids. You will need to supply protective eye wear, lab coats, and gloves if you choose to use these during dissections.) Always properly clean and store all equipment at the end of class, and wash your hands thoroughly when entering and leaving the laboratory.

6 **Accident/emergency**: IMMEDIATELY report any injury to your instructor. Contact

 **IRCC Security:**

**Main Campus x 7777 or 772-462-4755**

**Chastain Campus x 5666 or 772-419-5666**

**Mueller Campus x 2531 or 772- 226-2531**

**Dixon Hendry 863-824- 6000 or 772-528-9322**

**SLW 772-370-6854**

7. Remaining serious-minded and methodical will help you to complete assignments on time and to organize your own material for study. Remember to work independently, but cooperatively with your laboratory partners and with other groups. Lab group assignments are considered permanent for the semester and your table and microscope assignments will be made during the first lab.

8. While running experiments, never leave your work station unattended.

9. Each laboratory exercise format is to a great extent self-explanatory. Before you begin;

 a. **Read** your lab assignment outlined on the lab syllabus **BEFORE** coming to lab.

 b. **Review** your conceptual goals. Prepare flow charts for activities, time required,

 etc.

 c. **Listen** to your instructions given by your lab instructor. Make notes.

 d. **Organize** responsibilities among members of your lab group.

 e. **Assemble materials** required for the activity ( from student station or lab

 counter).

 f. **Review** the entire activity **prior** to beginning the actual lab work.

 g. Note safety tips, boxed hints or landmarks.

 h. For microscopic study, make drawings carefully and label significant structures.

 i. Always treat all equipment carefully to guard against breakage or damage. Return all prepared materials to their appropriate locations before the next class.

 j. **No materials leave** the laboratory setting. Lab supplies are required for use by multiple lab sections and cannot be removed from the laboratory. (Check the Academic Support Centers on campuses for study models, microscopes and slides)

 k. Complete your laboratory report carefully before moving to the next exercise.

10. **DO NOT MISS your lab practical**. Lab practical dates are designated on the syllabus at the beginning of the semester. Do not schedule conflicting activities. Check your lab syllabus to determine if you are taking a course that allows you to drop one lab practical.

 If you are not allowed to drop a practical, then check the list of other sections and notify your instructor that you wish to take the practical with another section. If you cannot make up the practical with any other section, then you will make up the practical at the end of the semester on your last testing day.

**Being late on practical day will mean that you miss your lab practical**. Practicals are timed tests and students move through the lab in a regular pattern. Once started, no admissions to the practical are allowed. Remember the lab practical is given only at the indicated times and require the use of laboratory materials. Therefore a practical cannot be set up just for you.

11. **What do I do if I missed my lab**? You need to attend another regularly scheduled lab during the activity week as presented on your syllabus. Check with the instructor to make sure that there will be space available for you. There is an **attendance form** that you must sign and give to the “make-up” lab instructor so that your regular lab instructor will be notified that you attended a lab for that activity.

12. **What do I do if I need more time to study the lab materials**?

 A. **ASCs** on campuses (above the Library on Fort Pierce Campus). There you will find some models, charts, microscope and some slides that may help you

 study for lab practicals. Check the time for biology staff tutors at the ASCs.

 B. **Open lab time**. Labs on ***Main Campus*** are open for extra study between **8:00 a.m. to 5:00 p.m**. on **Monday through Thursday** (excluding Holidays)

 when there is no scheduled lab in the room. Biology faculty or the Biology Lab Manager will let lab students (no children or non-lab students) into the lab. Students will sign in and out at the log located on the front desk. Students may not provide access to another student.

 \*\*The lab room is **not available** once the lab practical is set up in that room.

 \*\*\*\*\*\*Don’t wait till the last minute.\*\*\*\*\*

 C. Check the Lab Resources on the Biology Department web site at <http://faculty.irsc.edu/DEPT/BiologicalSciences>. Many useful pictures of lab slides, models, and tutorials are available for study outside of the lab.

 D. ***Hint***: bring your digital camera to lab to record lab materials and experimental

 results for later study when preparing for the lab practical.

 E. Limited opportunities to attend other scheduled labs **when approved** by the lab instructor. You may request permission to attend another lab section of your lab course, provided the instructor agrees and there is space available. This requires that you communicate with the intended instructor and obtain his/her permission. Therefore advance planning is required. Do not be disappointed if you are turned away by the instructor of the lab section that you approach without this **PRIOR** approval. Be courteous.

 Do not arrive late and interrupt the lab instructor once his/her presentation has started. Be aware that the instructor’s priority is to the students registered in that lab and may not have a lot of time to devote to your needs.

13. The departmental web site is helpful to find schedule of labs for each biology course, your lab syllabus, tutorials, digital photos of models, etc. Got to the following web address: <http://faculty.irsc.edu/DEPT/BiologicalSciences>.. Select “Lab Resources” for your lab course.

**BIOHAZARDOUS WASTES DISPOSAL:**

A. **Sharps container** (red box above biohazard bin) is for human blood or pathogen contaminated toothpicks, capillary tubes, lancets.

 **NO** non-contaminated gloves or paper towels.

 \*\*\*Please note the special **broken glass** **bin** location in the lab. This is for any

 broken glass that is not contaminated with human blood or pathogens.

 Please alert your lab instructor of breakage so that necessary

 replacements to lab supplies can be arranged.

B. Large pieces of animal tissues and the remains of animals following dissection are

 placed in the **biohazard bin** (or biohazard container indicated by your

 instructor) for cremation. Because we respect life, these materials are not

 haphazardly discarded in general trash.

 \*\*\*Gloves or paper towels which have touched dissections are not considered

 biohazards and are discarded in the **general trash bin**.

**REMEMBER: Use of equipment in the lab is a privilege.**

You are responsible for care and correct usage of these facilities and equipment.

Labs are monitored and any misuse of the facilities and its equipment will be noted.

Any irresponsible attitudes or practices **MUST be corrected** or the laboratory use privileges will be denied you in subsequent labs.

This is an appropriate setting to nurture your professional attitudes and behaviors which will put you in good standing in your future career pursuit.