

**Laboratory Manual**

**CELL BIOLOGY AND GENETICS**

**Biology 125 - Interim 2003**

St. Olaf Biology Staff  
St. Olaf College

## SAFETY RULES

1. Unless prior arrangements have been made with a faculty member, students should not work in the laboratory alone.
2. Wear appropriate shoes and clothing in the laboratory at all times. You must wear shoes.
3. Do not eat or drink in the laboratory at any time.
4. Wear a lab coat, goggles, and gloves when appropriate.
5. If you have long hair, pull it back to avoid interfering with laboratory work - e.g., avoid setting hair on fire with the flame from a Bunsen burner.
6. Familiarize yourself with the location of the fire extinguisher and safety exit in each laboratory. A safety blanket and safety shower are located in the stockroom.
7. Report to your laboratory instructor or a teaching assistant if you have an accident or if you observe another student who has had an accident or who needs assistance.
8. Be very careful when you are using a sharp object such as a scalpel or a razor.
9. When pipetting, a mechanical pipetting device should always be used.
10. If chemicals are spilled,
  - a. the portions of your body or clothing that have been in contact with chemicals should be flushed thoroughly with water. Use the safety shower in the stockroom if the damage is extensive. If anything has gotten into your eyes, be sure to use the eyewash in the stockroom.
  - b. work with the instructor or the teaching assistant and the Chemical Hygiene Officer to clean up spills on the bench or the floor.
  - c. the instructor should fill out appropriate safety reports in consultation with the Chemical Hygiene Officer.
11. In case of fire:
  - a. If clothing is burning, walk slowly to the fire blanket in the stockroom and wrap it around yourself or walk slowly to the safety shower in the stockroom and pull on the ring.
  - b. A fire on the lab bench or the floor may be put out with a fire extinguisher. Call for help from your instructor or teaching assistant.
12. Wash minor cuts or burns with cold water and get band-aids or burn ointment from your instructor or teaching assistant.
13. Be sure to consult with your instructor regarding where to dispose of chemicals, biohazardous wastes, sharp objects, recyclables, etc.
14. Clean the lab bench where you have worked at the end of each laboratory period.
15. Wash your hands after completing a lab.

# GUIDELINES FOR LABORATORY ETIQUETTE

## General

1. Do not go into a classroom or laboratory while in session! Such interruptions are distracting to students and faculty alike.
2. Please be polite, plan ahead and take advantage of office hours whenever possible. This is especially true if you are conferring with faculty not teaching the course(s) you are taking. Faculty are more than happy to talk with you if you set up an appointment or you ask first if they have time.
3. Lists are provided in the stockroom that will give directions to any item in the stockroom. There is a chemical list and an equipment/general List. Please use them!
4. Please leave the areas you use cleaner than you found them.
5. Any glassware that you use must have the tape removed and be rinsed before returning to stockroom to be washed. Do not write on glassware with marking pens.

## Computers

1. General computer use is not allowed during scheduled class or laboratory times or outside of regular evening and weekend open laboratory hours.
2. Printers are provided for your use in the teaching labs. Do not use the Bio. Dept. Laser or SC 215 Dept. Laser printers. These are reserved for faculty and staff. If a class/laboratory is in session, please print to another printer.
3. Use of Biology computers is limited to students enrolled in Biology classes. Use of these computers should be related to these classes and printing of personal or other material not directly related to classes may result in loss of privileges.

## Laboratory Behavior

St. Olaf students are proud of their honor code that explicitly gives students the responsibility of ensuring that work is done independently and honestly on tests and other exercises. Normally we ensure honest work by a signature on an exam. However, the honor code can extend to all of our activities and be implemented by each student taking responsibility to make sure that our collective behavior is “honorable”, that is., honest and in the spirit of learning. This means that we take responsibility to say something to each other if there is a problem and that we accept suggestions to alter any inappropriate behavior.

This means (1) following all the safety rules, (2) being fully prepared for lab, (3) using things appropriately, especially those that might be taken (calculators, glassware, etc.) or broken, (4) remaining civil and respecting others, and (5) working together and contributing fully to group projects.