

## NAU Applied Microbiology and Biotechnology Laboratory Safety

After this laboratory-specific training has been completed and you have carefully read and understand the following policies, complete the form and return it to your instructor, direct supervisor, Laboratory Manager or Laboratory Director (here after referred to as “supervisor”). If needed, ask your supervisor for further clarification or explanation of any of these items.

1. These safety policies are IN ADDITION TO all other laboratory safety policies and you must have completed the required Biological Safety training modules.
2. Upon entering the laboratory, place your coats, books, backpacks and other personal paraphernalia in specified locations. Never place these on bench tops or other work areas where they may be contaminated with microorganisms.
3. Wear a lab coat while working in the laboratory and remove it before you leave. Place lab coats in a specified location. Should a lab coat become contaminated, place it in the designated area for laundering and obtain a new lab coat. Always wear appropriate footwear while in the laboratory.
4. Know where safety equipment is located, including PPE, first aid kits, fire extinguishers, and eye wash stations.
5. Wash your hands with antibacterial soap before and after working in the laboratory. Use gloves whenever working with biologicals or samples potentially containing biologicals. Should your hands become contaminated, wash your hands immediately and thoroughly.
6. Wash your work area with disinfectant before you begin your work and after you have completed your work.
7. Never place anything into, on or near your mouth; this includes not using lip moisturizers. Do not touch your eyes, nose or exposed areas of skin.
8. Do not use equipment without proper instruction.
9. There must be absolutely no horseplay in the laboratory.
10. Place contaminated instruments, such as slides, loops, pipets, needles, etc. into designated receptacles when you are finished with them.
11. Should you spill a culture or a waste sample, stop work and immediately cover the contaminated area with a paper towel or pad to absorb the liquid. Finish cleaning the area with a disinfectant and properly dispose of the paper towels. Report the incident to the supervisor. If the spill is large enough, request help from the supervisor.
12. Do not touch broken glass with your hands. Use a hand broom and dustpan to clean this up and place the broken glass in the designated container.
13. If you accidentally cut, burn, or puncture yourself, administer first aid as necessary and immediately report this to the supervisor.
14. Once you have completed your laboratory session, make sure that you have cleaned up your area, returned all equipment to its proper place and that your supervisor has checked you out.
15. Do not leave the laboratory with any instruments or cultures unless you have been specifically authorized to do so, and have completed a custody form.

I have completed the laboratory-specific training, read and understand, and will follow the above safety information.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_