

## **BIOLOGICAL SCIENCES PREP ROOM POLICY**

1. **AUTHORIZED USE**--To minimize congestion in the prep room, the following is a list of persons authorized to use the facilities:
  - a) Department of Biological Sciences Faculty & Staff
  - b) Authorized teaching assistants and departmental graduate students. Please obtain authorization for use during regular business hours from the Lab Materials Supervisor [Mary Ann Stoll]. This area is primarily available for teaching lab preparation.
  - c) Authorized undergraduate students in special topics provided they obtain permission from the Laboratory Materials Supervisor [Mary Ann Stoll] first. Undergraduate use is limited to the regular hours of the prep area which is M-F 7:30 a.m. – 4:30 p.m.

### **\*All others are strictly prohibited for reasons of safety and RESPONSIBILITY OF USERS\***

2. If the prep room is left unattended during regular hours [7:30 a.m. – 4:30 p.m.] the chemical room door will be closed and locked. It is the responsibility of persons using the prep room or other laboratory facilities after regular hours to insure that all doors are closed and locked after use. Remember that the prep room is protected by a motion detector that must be deactivated when you enter room 193 and reactivated when you leave. If you must leave and plan to return, you must lock up first, no exceptions. Your prep room privileges will be terminated for violating this requirement.
3. All persons using the prep room facilities, including the storerooms will assume the responsibility of cleaning up after themselves. Leaving dirty measuring vessels, containers and workspace will not be tolerated. These items should be washed, rinsed in distilled water and placed on the pegboards or glass drying racks. Broken glassware or equipment is to be reported to the laboratory materials supervisor and recorded on the glassware breakage sheet.
4. **DO NOT HELP YOURSELF TO SUPPLIES IN THE PREP ROOM OR STOREROOMS.** If no one seems to be present, please leave a note for the lab materials supervisor or email message and someone will try to accommodate you as soon as possible.
5. **CHECKOUT LISTS**—Under some circumstances materials or equipment may be loaned. Persons removing equipment, tools, reagents or specialized glassware, Millipore filter units, hot plates, stirrers, etc., must sign these items OUT & IN in the appropriate notebook. Bottle(s) from the chemical storeroom are not to be removed from the area. Balances, microscopes, stop watches, timers, blenders, pH meters, water baths, & pipettors have additional check out procedures.
6. **STORAGE OF SOLUTIONS**--Erlenmeyer and volumetric flasks and graduate cylinders are not to be used for storage of solutions (except media).
7. **LABELING** –All bottles, beakers, flasks, etc. **must** be labeled properly including what they contain [even water].
8. **PREP ROOM GLASSWARE**--All general use glassware items (pipettes, flasks, tubes, beakers, etc. are not to be allowed to accumulate in research laboratories. These items are to be returned to the prep room, cleaned and put away. Students may use the dish washing machine in the prep room for their glassware but need to obtain permission from the lab materials supervisor first. If the glassware belongs to a professor's research lab then the student needs to have enough time to stay during the whole washing process and then remove the glassware and return it to the research lab. The prep room is not responsible for cleaning research glassware, except pipettes. For proper method of cleaning glassware please refer to the separate handout titled *Washing Dishes*.

9. **CARE OF PREP ROOM EQUIPMENT**--All non-hazardous spills should be wiped up with a damp sponge. If any spills are of a hazardous nature, please report the spill to the lab materials supervisor before attempting to clean it up yourself. Report any malfunctioning equipment to the supervisor immediately. Always zero out the electronic balances when finished weighing. Clean the weighing spatulas and **always** leave the balance pans, the top of the balance and the table clean. Use of the autoclave is covered in a separate handout titled *Autoclave Operation*. When autoclaving – boil over can occur so it is recommended that you use secondary containment. If a boil over does occur then it is your responsibility to clean the autoclave. The autoclave should always be vented after use.
10. **CHEMICAL INFORMATION**--Follow all instructions on chemical bottles when using them. All acids, bases and flammables must be dispensed in the hood. You must use secondary containment. There is a set of MSDS (Material Safety Data Sheets) in a file cabinet located in the prep room. Any chemical labeled with a diagonal yellow and black tape should be reviewed in the “POCKET GUIDE TO HAZARDOUS CHEMICALS” located in the chemical room (Room 191).
11. **CONTROLLED SUBSTANCES**--All narcotic orders are to go through a faculty member. Written requests should be given to the Lab Materials Supervisor. Please give at least one week notice on all orders. **ALL** prep room requests must be turned in on **Monday by 12:00 p.m. prior to the week they are needed.** Narcotics can not be released to the laboratory until they have been recorded.
12. **HAZARDOUS WASTE**--All hazardous waste from research will be labeled and placed in the satellite accumulation area in the Professor’s research lab. Be sure to fill out all paper work required by the Technical Safety Office. Contact the Lab Materials Supervisor [Mary Ann Stoll] if you have questions. Do not bring this waste to the prep area.
13. **SECURITY** - Prep room access will be limited. The prep room will be inaccessible from **10:00 P.M. until 7:00 A.M.**, so you must plan accordingly.
14. **QUESTIONS**--Please ask the lab materials supervisor. Mary Ann Stoll, [stolmary@isu.edu](mailto:stolmary@isu.edu), 282-4418, Life Science bldg. 65 room 192.