



Environmental Microfluidics Group
Three Rules to Remember

1) **Safety always comes first.**

- a. **Always wear a lab coat, gloves, safety glasses and close-toed shoes.** Guests do the same.
- b. **Respect biohazards:** dump culture liquids into bleach; place empty tubes in white biohaz trash can; put biohaz **sharps in red** bin.
- c. **Chemicals** like volatile organics must be used in a fume hood (first choice is Thompson Lab 48-336; second choice is Polz Lab 48-418).
- d. **Compressed gas** usage requires training from Kwangmin. Use the OPEN/CLOSED sign properly when using the gas tanks.
- e. **Ask for help** if you are unsure of procedures, equipment, or proper safety.

2) **The Golden Rule: Leave the lab for others as you would like it left for yourself.**

- a. Always **label your tube/container** before you put anything in it.
- b. For unattended experiments, combine materials into a small benchtop space and clearly **label with name and date**. Old unlabeled items will be discarded.
- c. **Throw away the little stuff:** broken glass, plastic wrappers, aluminum foil, PDMS trimmings, ... **clean up any spills** (particularly on microscopes).
- d. Always **reset microscopes** to their base condition following the guide-sheet by each scope.
- e. **Treat microscopes and cameras with care:** they are expensive shared tools.
- f. **Remove your data** from microscope computer by transferring images to your external storage as soon as possible (48 hrs max).
- g. **Replace consumables:**
 - if you use the last of something, buy more the same day
 - if it can't be replaced the same day, inform the group via email
 - if an item is low, note it on the order sheet and inform Yutaka or Melissa.
 - if it's empty, fill it: MQ carboy, 70% ethanol, pipette tips, etc.
- h. **Trash:** If it is full, empty it -- do not build trash mountains.

3) **Be good citizens of Parsons.**

- a. When working in **other labs, be especially careful**, clean, and respectful of that lab's rules and procedures. **Talk to a lab coordinator** before using any lab space, instrument, or consumable.
- b. **Always use secondary containment** when moving through the building. Avoid walking through office spaces with lab materials.
- c. **Always remove one glove** and use that hand to open doors, push elevator buttons, etc.
- d. Remove materials from the autoclave room in a timely manner.