

**University of Detroit Mercy  
Biology Department  
Laboratory Safety Rules and Regulations**

The following are general laboratory safety rules and regulations that must be adhered to in the Biology Department of the University of Detroit Mercy (UDM). The rules contained herein are meant to protect against common laboratory injuries. Always follow the instructions of the professor teaching the laboratory as they will have additional guidelines that pertain directly to the experiments being performed in that particular lab class.

Failure to follow any rules and regulations or engaging in any unsafe behavior may result in removal from the laboratory.

Students are required to know the following rules and may be tested on them in the course. Additionally, students must sign the last page of this packet indicating that they have read and understand the rules herein. This page will be turned in during the first week of class. Furthermore, if a student has an individual concern regarding laboratory safety or the rules, they should present this to the professor as soon as possible, preferably during the first week of class.

**Disability Support Services and Accommodations**

It is very important for students to be proactive with regard to requesting disability accommodations. While it is never required that you disclose your disability to your professors, all students at UDM are encouraged to talk to their professors to discuss their concerns. Faculty cannot provide disability accommodations without official notification from the Disability Support Services office. If you need an accommodation because of a disability, if you have emergency medical information to share, or if you need special arrangements in case the building must be evacuated, please contact Emilie Wetherington as soon as possible to schedule an appointment ([gallegem@udmercy.edu](mailto:gallegem@udmercy.edu) or (313) 578-0310). Disability Support Services is located in the Student Success Center, Room 319, on the 3rd Floor of the Library, McNichols Campus.

Students with known conditions (i.e. respiratory problems, allergies, pregnancy, etc) should consult with their physician and the instructor for special precautions.

**General**

- Any incident, including minor spills and cuts, or unsafe conditions should be reported immediately to the instructor of the class. If outside assistance is required, it must be first reported to the UDM Department of Public Safety as required by the UDM emergency response plan. Contact public safety at (313) 993-1233 or if dialing from on a campus phone, 1233.

- Students should be familiar with the location of the nearest exits, fire alarms, fire extinguishers and other safety equipment.
- Distractions are prohibited within the laboratory, which includes cell phone usage and other electronic devices. Unless otherwise instructed, these devices are not to be used.
- Eating, drinking or chewing gum is expressly forbidden in the laboratory.
- Application of cosmetics or similar products (e.g. lotion) is forbidden in the laboratory.
- Contact lenses should not be worn in laboratory.
- Shoes that cover the entire foot are required while working in the laboratory (i.e. no open toed shoes).
- Student should wash hands before and after leaving the lab, for the day or to use the rest room, to prevent contamination of experiments and of themselves.
- Long hair should be tied back during the laboratory classes.
- No unsupervised laboratory work can be done unless official arrangements are made.
- Students should only use laboratory equipment, chemicals and reagents as directed and should never be taken from the laboratory. Unauthorized experiments will not be tolerated.
- Do not pipette or attempt to siphon using one's mouth.
- When using hotplates or Bunsen burners care should be taken to avoid burns. Most items that have been heated look like items that have not been heated. **Safety glasses need to be worn when heating any objects.**
- Gas nozzles should not be turned on unless directed and must be turned off before leaving the laboratory.
- Lab tables must be clear of all items that are not necessary for lab work.

## Personal Protection Equipment

- Care should be taken to keep chemicals away from your skin, mouth, clothing and eyes.
- Protective clothing must be worn at all times and at a minimum must cover the shoulders, thighs and midribs. Additionally, clothing must not be excessively loose.
- When the usage of certain chemicals is required, laboratory goggles must be worn. **The student is responsible for providing their own laboratory goggles and should bring them to each and every laboratory period.** You will be notified by the professor when goggles are required.
- The Biology Department will provide latex free gloves. Students wishing to use them may do so and students will often be required to wear gloves when using certain chemicals and reagents. You will be notified by the professor when gloves are required.
- Gloves should never be worn outside of the laboratory. This includes hallways and restrooms.
- When the use of certain chemicals is necessary, fume hoods will be used to protect the students and instructors. Chemicals used in the fume hoods and reactions performed in the fume hood must stay in the fume hood. Students should never raise the sash of the fume hood or put their head into the fume hood. You will be notified by the professor when the use of the fume hood is required.

## Waste Disposal

- Special care should be taken when working with glass, however, broken glass is an inevitable part of the laboratory. When glass breaks, first notify the instructor. They will provide further instruction; however, all broken glass MUST end up in the **broken glass receptacles** in each laboratory.
- Any other sharp items must be disposed of in the red biohazard **sharps disposal boxes**. This includes needles, razor blades, dissection pins and scalpels, but may include other items. Glass may be disposed of in this manner if it is contaminated with bodily fluids. Bins must not be filled more than 3/4s full.

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I have read and understand the safety rules and regulations contained within this document. I will abide by instructions contained therein.

Please complete the bottom section and turn in to the professor of the course. Keep the rest of the packet for reference and studying.

The Biology Department reserves the right to remove anyone from the laboratory that breaks these rules or otherwise engages in unsafe behavior.

Biology Laboratory Class: \_\_\_\_\_

Section Number/Day: \_\_\_\_\_

Printed Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_