



Safety Rules to be observed within the Sabana Laboratory

These safety rules for the Sabana Laboratory are a set of preventive measures designed to ensure the health and well being of all, who labor within. Their observance will help minimize the risks and dangers inherent to a laboratory environment, reduce the probability of an accident or contamination.

The rules to follow while working in this laboratory are:

1. Become acquainted with the location and use of safety equipment and facilities in the workplace, such as: fire extinguisher (located on the wall, on your left when accessing main entrance); first aid cabinet (located on the left side of the fume hood); fire blanket (located on the wall, over the work bench) and the emergency exit.
2. The work areas within the laboratory must be kept neat and clean. Every person is responsible for the workspace assigned to him/her and for the tidiness of common areas as well.
3. The floor of the laboratory must be kept dry at all times. Clean up all liquid spills immediately (in a safe and proper manner) and notify all co-workers of the potential slipping hazard.
4. Access to emergency equipment and exits should never be blocked by equipment, apparatus or any object. Keep aisles free from obstruction.
5. When working with toxic and volatile substances, always use the fume hood. Be sure the fume hood is functioning properly before you begin to work.
6. Always use the appropriate gloves, safety glasses (or goggles) and protective clothing (laboratory coats or aprons) when handling solutions. Caution!! Always add the acid to water when preparing solutions, never add water to acid.
7. Never work alone in the laboratory when handling acids.
8. All reagents containers must be labeled. The label should clearly identify the content, the date when the reagent was prepared and the name of the user.
9. Any ongoing tasks should be labeled as “work in progress”. In addition, state the name of the user and the date when work began.
10. At the end of the workday, all glassware, plastic ware or equipment used must be clean. Do not store glassware or other material inside the sink.
11. The laboratory should not be used as a storage area.



12. Do not distract the person working inside the fume hood, especially when the process involves the use of acid/basic solutions.
13. It is not allowed to work in the laboratory wearing short trousers or skirts. No open-toed shoes, sandals or shoes made of woven material will be permitted inside the laboratory. Confine long hair and loose clothing.
14. Do not eat, drink or smoke in the laboratory.
15. No children are allowed in the laboratory.
16. No animals (pets) are allowed in the laboratory.
17. Every scientist (staff, collaborator or visiting), technician, graduate student or volunteer must fill out the necessary forms (i.e. key and volunteer agreement forms) before the beginning of any research or experiment. Copies of the forms will be kept on file.
18. Do not perform unauthorized work, preparations or experiments.
19. Never engage in horseplay pranks or exhibit disruptive behavior.
20. Consult with laboratory personnel (Sabana or Río Piedras) before disposing of reagents or other chemical substances.
21. Scientists (staff, collaborator or visiting), technicians, graduate students or volunteers must consult with **Mary Jeane Sánchez** (IITF Laboratory Supervisor in Río Piedras, 787-764-7237) and/or **Miriam Salgado Herrera**, (Laboratory Coordinator in Sabana, 787-766-5335) prior to the beginning of any experiment or process involving the use of the Sabana facilities.
22. - Alert laboratory staff and/or co-workers to real or potential hazards within the workplace.

I have received, read and understood the Sabana Laboratory Safety Rules and I will follow these guidelines when working in the laboratory.

Name _____

Signature _____ Date _____

Person to contact: **Miriam Salgado Herrera**

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