

LABORATORY ETIQUETTE

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OUTLINE

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WHY DO WE NEED LABORATORY ETIQUETTE?

- **Increased complexity of laboratory techniques**
- **OSHA (Occupational Safety and Health Administration) rules and safety concerns**
- **Human Subjects Protections via IRB (Institutional Review Board)**
- **Prevention of laboratory mishap**
- **Respect of ownership rights**
- **Increase laboratory productivity**

WHY DO WE NEED LABORATORY ETIQUETTE?

The structure of a research laboratory has become more and more complicated. The influx of new laboratory personnel has posed a liability if laboratory etiquette is not implemented. In addition, the government (OSHA) has safety rules that must be observed in order to maintain research privileges. The responsibility of executing laboratory etiquette lies on the laboratory supervisor.

BASIC PRINCIPLES

- 1. Use common sense**
- 2. Be considerate of others**
- 3. Safety is the number one priority**
- 4. Support team members and give proper credit when due**

DISASTER VS. PRODUCTIVITY

Laboratory + People = Disaster

or

Laboratory + People = Productivity

THREE INGREDIENTS OF RESEARCH

Money

Laboratory Space

Personnel

ETIQUETTE IN RESEARCH LABORATORY

- 1. The designated supervisor is responsible**
- 2. Establish scheduling procedures**
- 3. Sign-in/Check-in**
- 4. Inspect the condition of the laboratory**
- 5. Use the facility then clean up the mess, return the way you found it**
- 6. Sign-out/Check-out**
- 7. Report to supervisor with any abnormality**

OSHA RULES

- 1. No food or drink in the laboratory**
- 2. Observe radiation safety rules**
- 3. Observe biohazard safety rules**
- 4. Observe waste disposal rules**

IT IS UP TO YOU

- 1. Research is a responsibility**
- 2. Research is a privilege**
- 3. Research can be a delight**
- 4. Research can be miserable**

TIPS FOR ANYONE IN THE LABORATORY

Accountability – Maintain professionalism, each of us are responsible for the achievements and successes

Respect – amongst ourselves and whom we serve.

Integrity – Be honest and earn trust

Innovation – Take initiative, seek ideas and approaches that can change the world.

Service – Teamwork and collaboration

Excellence – Take pride in your work

WHAT TO DO AS A NEWCOMER

- 1. Get to know your role**
- 2. Observe, ask questions, and move cautiously**
- 3. Do not operate anything alone without proper training**
- 4. Prepare a research proposal and get approved**
- 5. Maintain records of activities**
- 6. Respect ownership rights and existing agreements**
- 7. Clean up your own mess**

WHAT TO DO AS A SUPERVISOR

- 1. Train, supervise, and lead by example**
- 2. Make rules known to everyone**
- 3. Maintain harmony in the laboratory**
- 4. Give everyone room for dignity**
- 5. Assume all responsibilities – good or bad**