

LABORATORY AND PREROOM ACCESS, SECURITY, AND SAFETY FOR
STUDENT RESEARCHERS IN BIOLOGY

The biology department has a full-time laboratory manager, Dr. Jennifer Gabel, who is typically available M-F from 9:00 am until 3:00 pm for consultation. Thomas 118/120 is her office and also doubles as a prep room where Dr. Gabel and her assistants prepare for the laboratory portion of the three introductory lab courses. These three courses consume most of Dr. Gabel's available time as well as the supplies stored in the prep room. The prep room therefore is not to be considered a source of lab supplies for any other course other than one of the three introductory courses. Therefore, do not remove supplies from the prep room without discussing it with Dr. Gabel, except for disposable items such as gloves and pipette tips. During the hours of the day that Dr. Gabel is not present, as well as on weekends, the Thomas 118 lab/prep room will be locked and unavailable.

Each research group, faculty mentor and research students, is responsible for ordering supplies and equipment necessary to conduct the research of its own laboratory. Student researchers can help their faculty mentor by keeping a list of supplies that are running low so that they can be replenished in a timely fashion in an order placed by the faculty mentor of the lab. These orders should total over \$250.00 to receive discounts and free shipping, so consolidate small orders until this limit is reached, or see below.

As a convenience, and for everyone's benefit, our lab manager will also place a bulk order of supplies and chemicals with VWR, FisherScientific, and Sigma on the first day of every month that the College is in session. Researchers should plan ahead, order through their research mentor or once monthly through our laboratory manager, and refrain from requesting last minute small orders which cost the department dearly.

Access to research labs by student researchers after normal hours of operation will be granted by individual faculty mentors, but Thomas, IDC, and Pfahler Halls are closed and locked by Security between 12 and 6 am. No student is allowed in a research lab during this time period. Mentors will approve the work hours in the laboratory and students are not permitted in research labs at hours that are not approved by the faculty mentor. Each faculty mentor will also explain under what circumstances you may work alone in the laboratory. In all cases, when you finish lock the door so that only other authorized researchers will have access and the chemicals and equipment are secure.

Since techniques and chemical use varies widely in departmental research labs, student researchers will be advised by their faculty mentors about safety procedures in that lab, such as use of gloves, eye-wear, open flames, lab coats, and the like. This specialized training is in addition to the annual general lab safety meeting required of all researchers.

Use of departmental autoclaves is permitted only by student researchers who have been trained, have passed an operational/safety quiz, and the quiz is on file in the departmental office. This training can be conducted by your research mentor or by the departmental laboratory manager.

I HAVE READ THE CONTENTS OF THIS DOCUMENT, WILL ABIDE BY ALL GUIDELINES FOR STUDENT RESEARCHERS, AND WILL SUBMIT A SIGNED COPY OF THIS DOCUMENT TO THE BIOLOGY DEPARTMENT OFFICE BEFORE BEING PERMITTED TO WORK IN A RESEARCH LABORATORY.

Printed name of student

lab room #

Name of faculty mentor

Signature of student