

# Laboratory Rules

## Group Rules

### **For rest area.**

1. No sitting in the first line which is only for equipment.
2. Settled sit for every, do not change casually.
3. To keep the table clean and tidy. No litter, laboratory coat or laboratory gloves on that.
4. Be polite. No loud noise or strong-smelling food.
5. Do not use paper cups.

### **For experiment area.**

1. Wear your lab coat and gloves. No slipper in the lab.
2. Do not throw plates everywhere. Collect them together and then conduct them.

3. Clean your tubes in time.
4. Do not change the position of reagents and equipments casually.
5. Mark your samples in detail.

**For punishment.**

When you break the rules, the punishment depends on the times.

First, clean all the tubes in the lab for the next day;

Second, clean all the tubes in the lab for the next three days;

Third, give a red packet (50 yuan) to the SCU-China for the activities we will hold.

## **Experimental Requirements**

### **Centrifuge:**

1. Level the centrifuge before use.
2. Leave until the centrifuge starts smoothly;
3. Check for leaks after use to keep the centrifuge clean.

### **Pipette:**

1. After using the pipettes, return them to the maximum range and hang vertically.

### **Biosafety cabinet:**

1. It is forbidden to take out the instruments in the cabinet at will;
2. It is forbidden to place too many items in the cabinet;
3. Do not stick your face on the glass door;
4. Be sure to disinfect before and after use;
5. Lift the glass door with both hands.

**Sterilizer:**

1. Training is required before use, and the method of use is detailed in the experimental manual.

**Water bath:**

1. Open in advance and close in time after use.

**Refrigerator and related reagents:**

1. Do not open for a long time;
2. Clean up unwanted items stacked in the refrigerator on time;
3. The low-temperature refrigerator will enter a negative pressure state after being turned on for a long time. Do not force the refrigerator to open, it can be easily opened after a while;
4. The plates should be sealed with a sealing film before being stored in the refrigerator;
5. The enzyme is returned to the refrigerator as soon as possible after use and is prohibited from being stored at 4 ° C.

**Gel Doc XR System from Bio-Rad:**

1. It is forbidden to use UV equipment without protection;

2. Use the formatted U disk to copy the data on the public computer;
3. Wear gloves throughout the operation in this room.

**Reagents and supplies:**

1. Toxic or highly toxic reagents must be operated at the designated location. Toxic volatile reagents must be operated in a fume hood
2. Save gloves, especially latex gloves. Do not pile up on the table after the gloves are used. Throw them away immediately;
3. Keep your own marker and buy it if you lose it;
4. When using public reagents, change the tip to avoid reagent contamination.
5. It is strictly forbidden to place the key in medicines containing inorganic salts and water for a long time.
6. The sub-packaged ddH<sub>2</sub>O is forbidden to be returned to the bag again after use.

**Others:**

1. Do not blindly synthesize primers and sequence;
2. The use of valuable reagents requires the approval of the group leader, and the valuable reagents are listed in the precious reagents.
3. It is forbidden to arbitrarily change the parameters of the running instruments such as shaker, water bath and PCR machine without

the permission of the operator;

4. It is forbidden to discard other people's experimental samples without permission;
5. Solid waste and liquid waste should be placed in separate waste cups.

## Laboratory Cleaning Requirements

### For on-duty student:

1. Inspect laboratory supplies such as tips and tubes and replenish them in time.
2. Clean up the waste cups.

### For lab:

1. After the group meeting, sweep the ground and mop the floor.
2. Check laboratory consumables (like PCR reagent: bacteria PCR, high fidelity; restriction enzyme and ligase), culture medium, tips).
3. Clean the table in the experiment area and the rest area.