

Davidson College Department of Biology Laboratory Use Agreement

Class: BIO _____

Instructor: _____

Access to laboratory Bldg(s): _____ Room #: _____

Do not sign this form until you have read it carefully.

In order to have access to laboratory facilities in Watson Life Science Building or Dana Laboratories, you must agree to the conditions set forth in this agreement. **By signing this document, you agree to follow the following rules and accept the risks and responsibilities that accompany use of a scientific laboratory.**

RULES

- 1) I will only access rooms and use equipment where I have been granted permission. Access to a room does not convey unlimited use of the facilities within a room and requires previous training in safety and emergency procedures.
- 2) I will only access rooms and use equipment for BIOLOGY courses. Within the permitted room, I may only use equipment on which I have been trained by a faculty or staff member and I may only use that equipment for designated assignments. Students may not grant permission or provide training for each other
- 3) I will only use equipment for which I have prior approval and training by the course instructor. I will follow instructor-approved protocols and safety guidelines.
- 4) When I am done I will clean the laboratory work area and place all equipment, reagents, trash, etc. in designated areas. This includes collecting "LABORATORY WASTE" in proper designated containers. I will dispose of all solutions properly and I will ask before pouring anything down a drain.
- 5) I will not eat or drink in the laboratory at any time. Food may not be consumed, stored, or disposed of in any laboratory. Food includes water and gum.
- 6) I only qualify to ask for laboratory access outside of normally scheduled times if successful completion of my research requires my presence in the laboratory during that additional, privileged, time period. I understand that scheduled classes have priority access to laboratories and equipment.
- 7) I will plan my lab work so that it will be completed by 1:00 AM. Building access is prohibited 1:00 – 6:00 AM and I understand that I will be removed by security if I am in the lab during these hours. On the rare occasions that my research requires lab access during this restricted time, I will inform my research advisor in advance to ask that s/he apply for an exception through the Vice President for Academic Affairs.

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- 8) I will not prop lab doors open for any reason. If working alone in a lab, I will close and lock the door for my safety.
- 9) I will not perform dangerous experiments or work with hazardous chemicals alone, as per the campus chemical hygiene policy. Under these circumstances, I will make arrangements for a 'buddy system'¹ with two or more people in the same room
- 10) I will not use the laboratory for other purposes. I understand that laboratories are specialized, technical work areas and as such are NOT available for general student access. Approved uses include course-related work such as: assigned laboratory work, data analysis, or presentation preparation and practice. I understand that access to equipment in the instructors' bench in a teaching lab requires prior, special arrangements with the class instructor.
- 11) I will use the laboratory printer to print only data analysis and other materials specifically requested by the instructor. Prohibited printing includes:
 - a) lecture materials
 - b) literature searches, websites or articles even if the items are course related.
 - c) work, papers, or any other materials for other classes.
- 12) If there is any accident, to a person or to equipment, I will report the incident as soon as possible to the appropriate authority (e.g., security, fire, paramedics, etc.) and to the course instructor. Emergency phones and all exits are well marked.
- 13) I will *not* use the adjacent prep room or the equipment within without specific permission.
- 14) I will *not* borrow equipment or reagents from other laboratories or research areas without prior permission from the professor who has principle responsibility for the item/room. I will take responsibility for returning all borrowed items, clean and in good working order, within a predetermined period of time.

RISKS

I understand that working in a laboratory may expose me to risks and dangers, including but not limited to the following:

Chemicals-- including acids, bases, salts, alcohols, corrosives, and fixatives (e.g., formaldehyde, glutaraldehyde). Some chemicals may be neurotoxic, caustic, carcinogenic and/or highly flammable.

Equipment-- including glassware, sharps (e.g., razor blades and scalpels), high voltage sources, microwaves, and UV light sources.

Animals-- including snakes, mice, rats and birds

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Retain the attached terms of the agreement in your laboratory notebook.

I have completed safety training, understand and accept the stated risks, and agree to the above stated terms of access. **I understand that I am responsible for my actions while in the laboratory and that breaking the terms stated above may result in personal penalties and in the entire class having access restricted or revoked.**

Course/Semester: _____ Instructor: _____

Access to (list all): Bldg(s): _____

Room #s: _____

Your Signature

Date

Printed name

Return the signed portion to your instructor