



BOTANY LABORATORY POLICIES AND PROCEDURES

- The Lab is accessible only for Botany students of St. Mary's college.
- All students must wear their ID card
- Students must enter the Lab on time as per the scheduled timetable.
- The teacher-in –charge and the Lab attender should be there till the period ends.
- Attendance of the students should be recorded.
- Silence must be maintained.
- Long hair must be tied back.
- Sandals must be worn at all times.
- Cover any cuts with a bandage.
- Students must maintain a Lab record and should submit it on time.
- Wash hands immediately upon contamination, after handling hazardous chemicals before leaving the laboratory.
- First aid kit should always be present in lab.
- All the members of lab must know the location of exits.
- Keep only the equipment and chemicals necessary for the particular procedure being performed should be in the work area.

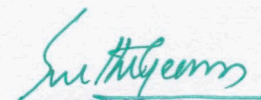
- Every member in the lab should know how to operate the equipment in the lab.
- Floors and surfaces should be kept clean and spills cleaned up immediately.
- The entire work area should be cleaned at the end of each practical.
- All chemicals must be included in the chemical inventory. When a new chemical is received it must be entered into the inventory by the faculty member or Lab attender.
- Chemicals taken from a storage area for temporary use in the laboratory must be kept back in the same position after use.
- All specimens must be included in the specimen inventory.
- The specimens must be kept back in the proper position after use.
- Remove and properly dispose of all hazardous materials from the laboratory
- Students must clean their bench area before leaving the lab.
- All equipments and supplies should be returned to original location after the completion of the practical.

Do Not

- eat or drink in the lab.
- sniff chemicals.
- taste any chemicals or substances you are working with.
- use your mouth for pipetting substances
- handle broken glass with bare hands.

- pour chemicals down the drain without permission.
- operate lab equipment without permission.
- perform your own experiments unless given permission.
- leave any heated materials unattended.
- place flammable substances near heat.
- use mobile phones.




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