

**Lab Guidelines**  
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**I. So, You're New to the Group?**

These lab guidelines are written for all research group members. This includes, but is not limited to, post-doctoral fellows, visiting scholars, graduate students, undergrads, and assistants. Following these regulations will ensure for a safe and efficient working environment.

If you're a new member, then these guidelines will aid your transition into the group. Obtain a copy of the Lab Safety Manual and read it before starting any experiments. If you must deal with either radioactive materials or blood originating products, you must go through special training programs. Also you need to take the EHS training once a year.

**II. Phone Numbers**

Phone numbers for everyone related to the research group are found [HERE](#).

Dr. Anu Subramanian  
Office 207 L

As the head of the research group, contact Dr. Subramanian for critical matters. Her approval is required for major lab decisions, including purchases of lab supplies, notification of accidents, and the like.

Department Administrative Coordinator:	Kandra Hahn (472-2750)
Department Secretary:	Trish Fenster (472-2750)
Purchasing Contact	Peggy Pederson
Electronic and Machine shop:	Leonard Akert (472-2753)

Trish can aid you in matters of registration, payroll related information, and other department questions.

	Home	e-mail
Dr. Anu Subramanian	327-2047 (home)	asubramanian2@unl.edu
	730-4053 (cell)	
	472-3463 (office)	
Trish Fenster	472-2750	
Leonard Akert	472-2753	lakert1@unl.edu
University Police		
Safety-EHS		
Chemistry		
Beadle Center		

### **III. Info for All Members**

#### Data Files

All personal files (e.g. Word documents, data files) should NOT be stored in the computer. These kinds of files will be subject to deletion, without notification, if stored on the hard drive. Instead, there are many means to back-up your files: floppy disc, Zip disc, CD, or copy the files to your internet account.

#### Drawers, Shelves, and Cabinets

Label these items clearly so that any member may be able to find materials with ease. Obtain specially designed labels instead of using common tape. Do not change any drawer designations before first conferring with the lab manager.

#### General Lab Safety

Read the Lab Safety Manual before starting any experiments. However, there are some general rules to keep in mind.

- Always wear a lab coat and protective eye wear.
- Never wear open-toe shoes (e.g. sandals).
- No food is allowed in the lab.
- Report accidents immediately.
- If you are the last person to leave the lab, double-lock the doors.

#### Group Meetings

All members of the research group generally have a meeting once a week. This meeting is for the purpose of discussing and updating other members of your research progress. The date and time of the meeting changes each semester, subject to availability schedules.

### Lab Cleaning

Obviously the lab environment shouldn't be a messy area. Any instrument or chemicals should be returned to their place of origin so the next user will have them available. Make sure to clean all used glassware. **In addition, at the end of each semester, group members will meet for a comprehensive lab cleaning.**

### Label Everything You Use!

This point cannot be over emphasized. All chemicals and stock solutions that you use must be labeled with your NAME, DATE, and DESCRIPTION OF CONTENTS. Failure to do so may result in your items being subject to the garbage bin. Use a permanent pen.

### Making Photo Copies

WBS numbers can be used.

### Ordering Supplies

When supplies or equipment are needed, fill out a requisition form (Jill can show you how this is done). Then, give the sheet to your Elizabeth or Jill. She will take care of ordering. Supplies may take one or two weeks for delivery. So please plan ahead. Lack of supplies will not be an excuse for delay in experimentation.

### Repairs

All malfunctions or needed repairs should be reported to Dr. Subramanian immediately. The sooner they know, the sooner your instruments can be fixed.

### Storage of Hazardous materials

Acids and flammable materials must be stored in respective cabinets and must remain under lock and key. Campus and Lincoln police department will make surprise inspections and labs in violation of these instructions will be held in contempt and maybe reported to federal agencies.

### Waste Disposal

Hazardous waste should be discarded according to university regulations. Check with the lab manager for rules. Usually this comprises collecting wastes into designated bottles, and then calling the waste removal service. DO NOT pour hazardous materials down the drain. Non-hazardous materials may be poured down the drain, but this should be followed up with a small amount of diluted bleach (found at the sink).

Biohazardous waste (such as Petri plates, bacteria, fungi and yeast) should be autoclaved. Place these materials in the biohazard bags, autoclave and dispose in garbage cans.

Needles and syringes should be placed in the red sharps containers found in the lab.

Broken glass need to be disposed into the cardboard boxes labeled in each lab.

#### IV. Maintenance of Records (IMPORTANT)

##### Experimental Protocols

Protocols are maintained in files in the computer. Check with the lab manager to show you the proper files. **A hardcopy of the protocols should also be maintained in a binder, kept in the lab.**

##### Inventories (Chemicals and Instruments)

These items should be cataloged in the computer, and printed out for a hard copy. Your lab manager will show you the proper files. Chemicals should be indexed immediately. Do not wait until the last minute to re-order chemicals. Don't let another member find that you've only left them 0.001 g of NaCl.

##### Journal Papers

You will undoubtedly copy many research journal articles during your stay with the group. These copies should be placed in a large binder and be left in the lab. If you envision wanting to keep the articles after you leave the group, then always make two copies of the article. One binder will stay in the lab, and one binder can stay with you when you leave.

##### Lab Notebooks

Label them with supervisor name, your name, department address and phones. Maintain your lab notebooks like a diary. It should include your experimental data, and what you've accomplished each day. You might want to consider writing up a brief paragraph summary of your data so that you can easily understand the data when you come back to it at a later date. A copy of this notebook must be left in the lab when you leave the group.

**AT ANY TIME THE LAB NOTEBOOKS MAY NOT BE REMOVED FROM THE LABORATORY.**

##### Lending and Borrowing

All lent or borrowed lab materials should be documented in a special binder, available in each lab.

##### Micro-Organisms, Cell Lines, and other Bio-Materials

These items must also be cataloged in the computer, check with the lab manager. Don't forget to maintain a hardcopy in a binder.

##### Packing Slips

Each time an order arrives, save the packing slip and put it in the specially designated binder. Having these slips handy facilitates re-ordering the products, and they are crucial if a problem is encountered with the order.

### Semester Research Plan

At the beginning of each Semester, compose a schedule of all the research goals you would like to achieve for that Semester and give it to Dr. Subramanian. Be reasonable in determining how much you are capable of finishing.

### **V. Leaving the Group?**

When you leave the group, there are a number of concerns to keep in mind. You want your transition to be as smooth as possible, and you also want to help the members who will be joining the group after you.

- (1) Return your lab keys to Jill Morgan.
- (2) Remove all of your personal belongings from the lab and your desk.
- (3) Check to see if any other lab member can use your stock solutions. If not, properly dispose of your chemicals.
- (4) Clean your lab area so the next member has a place to work.
- (5) Clean your lab coat.
- (6) Make sure that you leave behind a binder of all the journal articles you have copied.
- (7) Leave your lab notebook properly marked.**

(1).Please leave all supplies, empty diskettes, data diskettes with clear and concise instructions.

Please leave all your data and graphs/tables clearly marked on a zip disc for easy reference. Also please give us a copy of your written sections on a zip disk

- (2) Leave a copy of your thesis or dissertation.
- (3) Leave your forwarding address/email with Dr. Subramanian and Nicole Church.

Please ensure that safety procedures are adhered to and that laboratory will be clean and an exciting research environment. Rules regarding safety and lab cleanliness will be strictly enforced.