

# Good Lab Etiquettes & Procedures



---

With additional contributions from:

Mr. Wade Baggett, Ms. Janice Dodge (EH&S), Dr. Joan Hare, Mr. Ed Kirkland, Dr. Tim Logan, Dr. Claudius Mundoma, Mr. Rick Wang, and Dr. Michael Zawrotny



# Introduction

---

- Supplement to FSU Safety Seminars
- Scope
  - Issues Related to Kasha Lab (KLB)
- Reason
  - Instances of Improper Practices
- Aim
  - Remind You about Correct Procedures



# Overview

---

- Review Lab Practices & Etiquettes
  - General & Wet Lab
- Help You Find & Get Things Done
  - Common Labs & Core Facilities
- Computer Help & Tips



# Emergency Contacts

---

## Env. Health & Safety

Main: 4-6895

Lab Safety: 4-8916

Bio Safety: 4-5374

Rad Safety: 4-8802

Chem Safety: 4-7682

## FSU

Emergency: 911

Urgency: 311

Police: 4-1234

Maintenance: 4-2424

Information: 4-4636

# Emergency Help

First Aid



Fire Extinguisher



EXIT



Lab Contacts



# Emergency Help

**In Every Lab**



**Drench Hose**

**In Hallway**



**Eye Wash & Shower**

# Emergency Help

In Hallway



**Fire Pull  
Station**

In Hallway

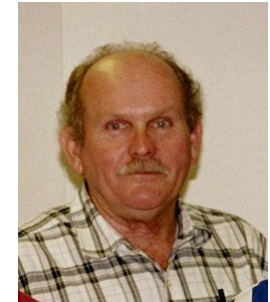
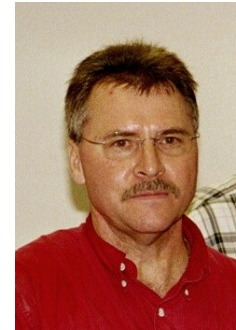


**Fire  
Extinguisher**

# Helpful People

- Building & Common Lab Issues:

Wade Baggett or  
Ed Kirkland (KLB  
121 & 123)



- Electronic, Electrical & Printer Issues:

Rick Wang (KLB  
119)







# General Lab Etiquette

---

- No Food or Drink in Labs
- Proper Attire, Eye, & Foot Ware
- Work Under a Fume Hood
- Cylinders should be Strapped
- Ice Machine for Samples Only
- Working Late and Weekends



# Wet Lab Etiquettes

---

- Gloves Usage
  - Correct One :Nitrile, Latex, & Vinyl
  - Disposable Gloves Are Resistant But Not Impervious
  - Use Only Inside the Lab
  - Discard Before Using Common Equipment
  - Change Often

# Proper Gloves Usage

YES



NO



NO



NO



# Sharps & Broken Glass Disposal



---

- Proper Sharps Disposal
  - Use Designated Units
  - Or Use Strong Lined **Marked Box**
  - Replace When 75% Full
- Proper Broken Glass Disposal
  - Use Designated Unit
  - Or Good Lined Cardboard **Marked Unit**
  - Replace When 75% Full

# Disposal Units (Ideal)

EH & S Can Provide Some  
Disposal Units

**Sharps  
Disposal Unit**



Needles, Razors,  
Syringes, etc.,

**Glass Disposal  
Unit**



Bottles, Beakers,  
Test Tubes, etc.,



# Haz Waste Etiquette

---

- No Haz Chemicals in Drain or Sink
- Waste Containers from EH & S
- Call EH & S For Pick-Up
- No Haz Waste in Trash
- Label Samples w/ Name, Date, & Chemical

# Chemical Waste Containers

## Liquid Waste Unit



Name | Date

Chemical

## Waste Disposal Unit



Name | Date

Chemical

# Biological Samples



- Bacterial Waste > Autoclavable Waste
- Bacterial Tips > Autoclavable Waste
- Autoclave When 75% Full
- Autoclaved Waste > Regular Trash
- Other Waste > Regular Trash
- DO NOT Mix In Autoclave Bag
- Consult with Dr. Joan Hare





# Radioactive Samples

---

- Permission & Radiation Safety Training
- PEF, Li, & Greenbaum Labs
- Separate & Dedicated Areas
- Aware of Contamination
- Proper
  - Storage, Disposal of Waste, and Log

# Radiation Safety

- Radiation Safety Training
- Personal Radiation Monitor
- Radioactivity & Radiation Safety
- X-Ray Facility in **KLB 410**





# Common Lab Equipment

---

KLB 215 & KLB 515

Usage Requires Special Training

- Centrifuges: Rick Wang
- Autoclaves: Wade Baggett
- Micro Fluidizer: Wade Baggett
- French Press: Wade Baggett

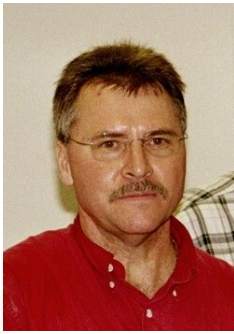


# Common Labs

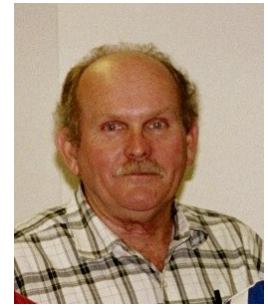
---

KLB 211, 212, 511, & 512

- Ice Machines: Wade Baggett
- Ultra Colds: Rick Wang
- Nano-pure: Rick Wang
- Sorvall Speed Vac: Rick Wang



# Machine & Wood Shops



## KLB 121

- Wade Baggett  
(4-1419)
- Machining of Small Items
- Common Repairs
- User Training

## KLB 123

- Ed Kirkland  
(5-1338)
- Wood Cabinets
- Book Shelves
- Tables & Desks

# Electronics Shop



**KLB 119**

- **Rick Wang (5-3309)**
- Minor Electrical Problems
- Electronics Troubleshooting
- Small Instrument Repairs
- Projector & Printer Help

# Core: Computer Resources (CR)



## KLB Basement & Common Areas

- Director: Dr. Michael Zawrotny  
[zawrotny@sb.fsu.edu](mailto:zawrotny@sb.fsu.edu)
- Webpage:  
[www.sb.fsu.edu/core/cr/cr.html](http://www.sb.fsu.edu/core/cr/cr.html)

# Computer Resources



- Hardware & Core Software Installation
- Computer Connectivity & Virus Issues
- E-Mail & IMB Web Site
- Data Archiving Consultation
- Maillistings

[www.sb.fsu.edu/imb/departres/maillist.htm](http://www.sb.fsu.edu/imb/departres/maillist.htm)

**Send E-mail to a Specific List to  
"Subscribe" or "Unsubscribe"**



# Core: Physical Biochemistry Facility (PBF)



KLB 311-318 except 312

- Director: Dr. Claudius Mundoma  
[cmundoma@sb.fsu.edu](mailto:cmundoma@sb.fsu.edu)
- Webpage:  
[www.sb.fsu.edu/core/pbf/pbf.html](http://www.sb.fsu.edu/core/pbf/pbf.html)
- Facility Training Required
- Multi-user Facility
- Subscribe to "pbfusers" Mail Listing

# Physical Biochemistry Facility (PBF)



- Equipment, Expertise, and Training
- Circular Dichroism (CD)
- Differential Scanning Calorimetry (DSC)
- Isothermal Titration Calorimetry (ITC)
- Stopped & Quenched Flow Systems
- Dynamic Light Scattering (DLS)
- UV-Vis & Fluorescence Spectrometers

# Core: Protein Expression Facility (PEF)



KLB 312 A-G

- Director: Dr. Joan Hare  
[hare@sb.fsu.edu](mailto:hare@sb.fsu.edu)
- Webpage:  
[www.sb.fsu.edu/core/pef/pef.html](http://www.sb.fsu.edu/core/pef/pef.html)
- Facility Training Required
- FSU Bio Safety Training Required
- Multi-user Self-contained Facility
- Portions BSL2 Capable

# Protein Expression Facility (PEF)



- Large Scale Production of Proteins from Mammalian & Insect Cells
- Equipment, Space, & Expertise provided for Protein Expression
- Graduate Student Training
- Assistance for Protein Expression in *E. Coli* - Proper Bacterial Handling
- Bio Safety Issues

# Core: X-Ray Facility (XRF)



KLB 410-413

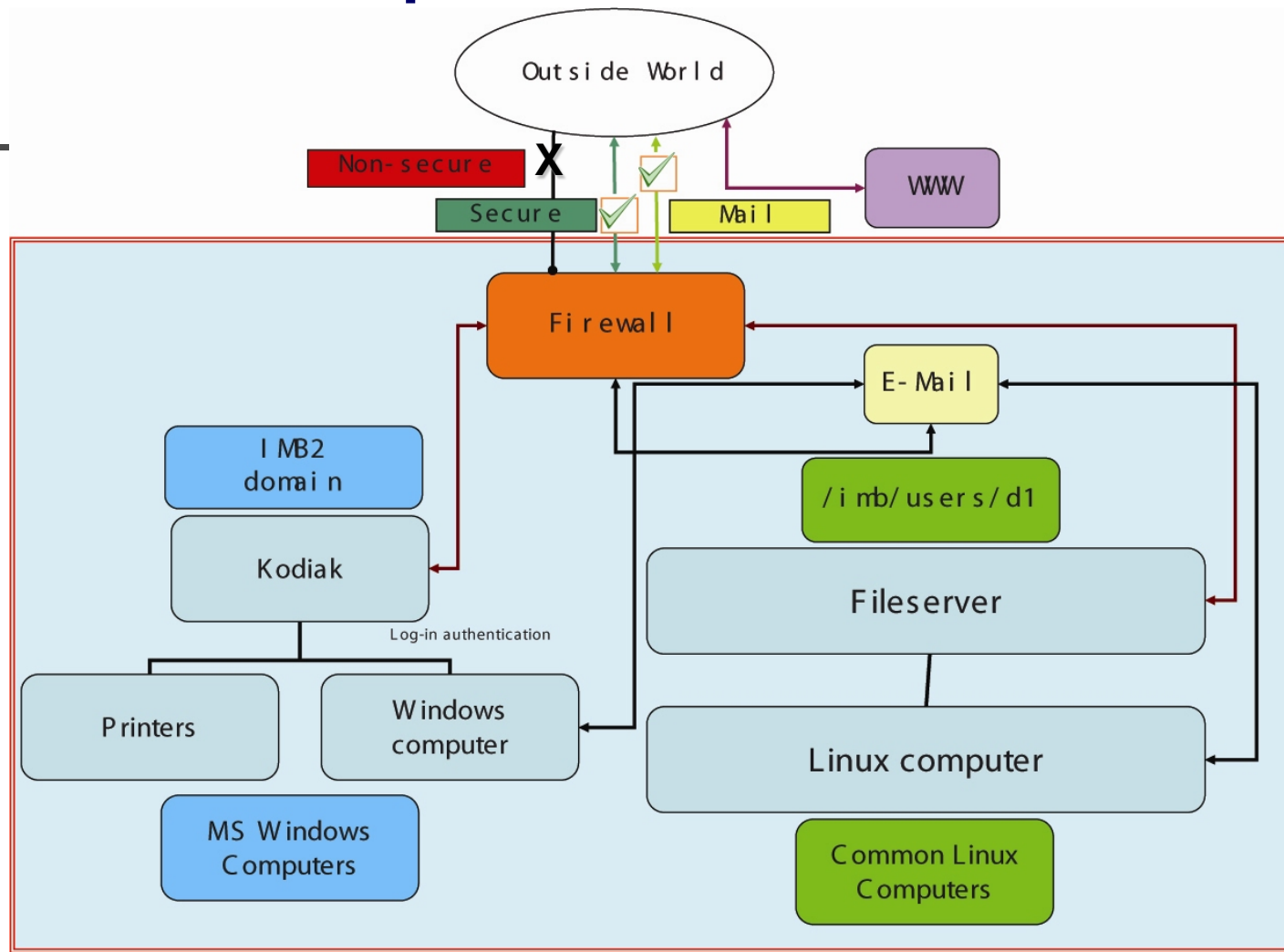
- Director: Dr. Thay "Soma" sundaram  
[soma@sb.fsu.edu](mailto:soma@sb.fsu.edu)
- Webpage:  
[www.sb.fsu.edu/~xray/](http://www.sb.fsu.edu/~xray/)
- Facility Training Required
- FSU Radiation Safety Training Required
- Multi-user Facility
- Subscribe to "xrfusers" Mail Listing

# X-Ray Facility (XRF)



- Macromolecular X-Ray Diffraction
- Crystal Set-up & Documentation
- Data Collection & Interpretation
- 3-D Stereo Viewing & Interpretation
- Crystal Storage & Transportation
- Synchrotron Scheduling & Training
- **IMB Safety Co-ordinator**
- **IMB Webpage & Minor Computer Issues**

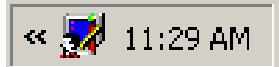
# IMB Computer Architecture



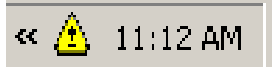
# Computer: Profile Size Errors

- Set Small Cache in Internet Explorer & Firefox (~50 MB)
- Don't Store Files in Desktop
- Store Files in D:\ or E:\ Drives
- Remove or Archive Data Often (3 months)

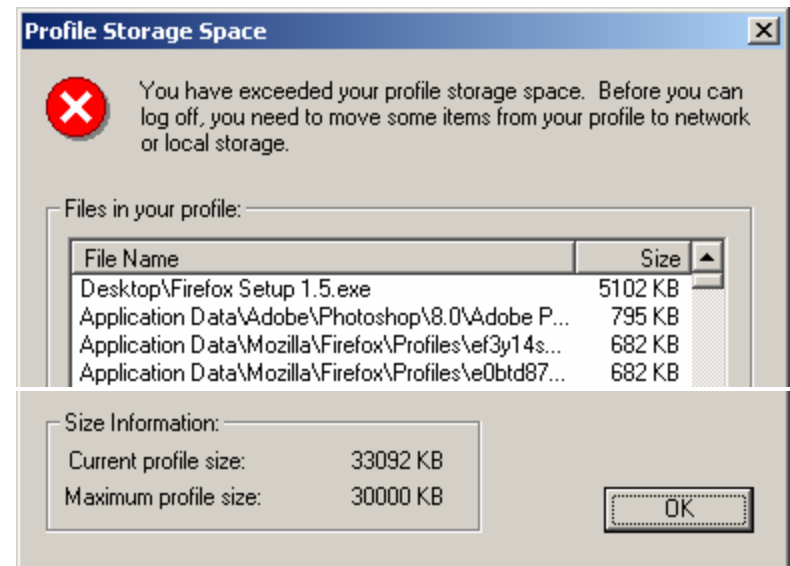
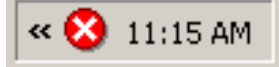
Good Profile Size



Almost filled Profile



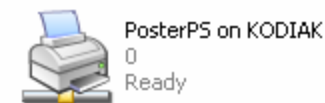
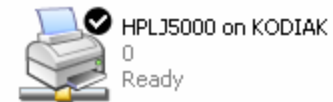
Filled-up Profile Area





# Printer Related

- **Default** as B&W Printer  
(rtgprint.sb.fsu.edu |  
**KLB 418**)
- Discreet Color Printing  
(cheetah.sb.fsu.edu |  
**KLB 418** | **21¢** vs. 6¢)
- PosterPS for Posters  
(**KLB 005**)
- Remove or Discard  
Your Print Job!!





# Contact Info

---

## Building Problems:

Wade Baggett: 4-1419 (KLB 121) or

Ed Kirkland: 5-1338 (KLB 123) or

Rick Wang: 5-3309 (KLB 119)

## Bio/Chem Safety Issues:

Thay Soma: 4-6448 (KLB 414)

Joan Hare: 4-1421 (KLB 304)

## Computer Problems:

Michael Zawrotny: 4-0069 (KLB 415)



# IMB Manual

---

- Carolyn Moore (4-4917 | KLB 117 | [moore@sb.fsu.edu](mailto:moore@sb.fsu.edu))  
Keys, Pay, Visas (Non-Student), & Grants
- Peggye Baker (4-4574 | KLB 116 | [baker@sb.fsu.edu](mailto:baker@sb.fsu.edu))  
State & Markey Budgets
- Regina Ware (4-4474 | KLB 118 | [ware@sb.fsu.edu](mailto:ware@sb.fsu.edu))  
C&G Grants and Phone
- Daphne Williams (4-7754 | KLB 115 | [daphne@sb.fsu.edu](mailto:daphne@sb.fsu.edu))  
Appointments and Purchase Orders
- Patricia Brinkley (4-1209 | KLB 114 | [brinkley@sb.fsu.edu](mailto:brinkley@sb.fsu.edu))  
RF Grants & Travel
- Dale Leonard (4-1012 | KLB 106 | [leonard@sb.fsu.edu](mailto:leonard@sb.fsu.edu))  
MOB & Visas (Student)
- Jocelyne Waller (4-4764 | KLB 101 | [jocelyne@sb.fsu.edu](mailto:jocelyne@sb.fsu.edu))  
Reception, Mail, Car Keys, & Seminar Room



# Thanks

---

Feedbacks Welcome

Thanks for Attending

Updates @

[www.sb.fsu.edu/~soma/Proj/Present/KLBLabEtiquettes.ppt](http://www.sb.fsu.edu/~soma/Proj/Present/KLBLabEtiquettes.ppt)