

Laboratory Etiquette

DOS	DON'TS
Carry all lab material in enclosed containers outside of the lab ¹	Wear PPE such as lab coats, gloves and safety glasses outside the laboratory ²
Cover cups of coffee/tea/water and food with lids so they are contained ³	Leave drinks on lockers for long periods of time
Always wear PPE (lab coat and safety glasses) when in containment level 2 laboratories ⁴	Leave food/Tupperware on lockers for long periods of time
Use correct exit (goods lift/dumb waiter/rear fire exit) to transport biological material between floors	Leave coats and bags on lockers ⁵
	Carry food and drink without containment
	Eat or drink in containment level 2 laboratories
	Use main entrance to reception to bring biological materials between floors
	Use passenger lift to transport biological materials between floors

¹ All corridors have been classified as clean. Therefore, when carrying lab materials such as glassware and waste they should be contained in a plastic box with a lid. Biological material must be double contained when moving between labs.

² Lab coats and other items of PPE should not be worn in the corridors, even if you are moving to another nearby lab. It is advised to hang lab coats on the doors of all labs you are working in so PPE is readily available when moving between labs.

³ As there are some offices within labs, drinks are permitted to be taken through lab areas, providing they are covered with lids. Drinks can be left on the lockers as the corridors are clean, however ensure that cups and glasses are taken to the kitchen area and washed up.

⁴ It is essential to wear PPE when conducting lab work to prevent cross-contamination when walking through the corridors.

⁵ Do not leave coats and bags on the lockers. If you need a space to put your belongings, place them on the hangers provided or in the lockers and let reception know which locker you are using.