

## **Laboratory Daily Procedures**

- A. Keep all work areas clean.**
- B. Dispose all non-chemical waste into the trash bin. DO NOT USE THE SINK AS A TRASH BIN.**
- C. Place all chemical waste into appropriate disposal containers.**
- D. Keep all chemicals in their designated areas. DO NOT MOVE REAGENT BOTTLES TO OTHER AREAS OR YOUR WORK BENCH.**
- E. Always read labels on containers before using the chemical it contains.**
- F. Only take the amount of reagent indicated in the procedure. DO NOT TAKE MORE THAN WHAT IS INDICATED.**
- G. Never pour back any unused chemical into the container it was taken from.**
- H. Never pipet chemicals directly from the original reagent bottle.**
- I. Return all items back from the place you took them. PUT ALL LOCKER ITEMS BACK IN AND LOCK YOUR DRAWER AT THE END OF THE LAB PERIOD.**
- J. Clean all work areas before you leave the laboratory.**
- K. WASH YOUR HANDS BEFORE YOU LEAVE THE LAB.**