Laboratory Rules (Sample)

1	Do not eat, drink, prepare or store food, smoke, insert/remove contact lenses, or apply cosmetics inside the laboratory.
2	Know the exact locations of eye wash stations, emergency safety showers, and fire extinguishers, and understand how to operate them.
3	Maintain cleanliness and orderliness throughout the laboratory at all times.
4	Regularly inspect the laboratory for insects or rodent infestations to keep the workplace sanitary.
5	Ensure the safety and proper securing of gas cylinders.
6	Wear lab coats and other suitable protective clothing; feet and legs must be fully covered. Sandals and open-toed shoes are prohibited. Wear appropriate gloves when handling infectious materials, toxic substances, or animals. Do not wear lab coats, gloves, or other personal protective equipment (PPE) outside the laboratory.
7	Work inside a Biosafety Cabinet (BSC) when using infectious materials or materials requiring contamination control. Work inside a Chemical Hood when handling toxic substances. If both hazards exist simultaneously, select the operation method appropriate to the specific risk assessment.
8	Perform operations involving flammable or explosive chemicals, toxic, harmful, or carcinogenic substances, as well as strong acids and bases, inside a Chemical Hood; do NOT use a Biosafety Cabinet for these. Chemical Hoods are intended as work areas, not storage cabinets. If storage exists below the hood work surface, do not store flammable materials there.

9	Handle chemicals and radioactive substances with extreme caution, fully understand their hazards, and strictly follow safety precautions. Never pour chemical or radioactive waste directly down drains.
10	All equipment must be maintained in a clean, contamination-free state.
11	Mouth pipetting is strictly prohibited.
12	Keep laboratory doors closed and control access during experimental procedures.
13	Vacuum suction systems must be equipped with liquid trap bottles and in-line filters.
14	Minimize and control aerosol generation when performing operations such as centrifuging (use safety caps/cups), vortex mixing (use capped tubes), grinding (use safety grinders), ultrasonic cell disruption, opening infectious material containers, inoculation, animal inoculation, collecting infectious samples from cultures or animals, or weighing toxic powders. Exercise extra safety caution during large-scale operations or when handling concentrated solutions/cultures.
15	Biosafety Cabinets should be located in low-traffic areas. Minimize actions around the Biosafety Cabinet that could disrupt its airflow during operation.
16	Decontaminate work surfaces daily. Decontaminate immediately if contamination occurs.
17	All biohazardous waste—including glassware, animal cages, experimental apparatus, etc.—must undergo decontamination (autoclaving or chemical disinfection) prior to cleaning, reuse, or disposal. Waste must be handled in accordance with proper waste disposal procedures.

18	Use needles and syringes with care. Use needles and syringes only when no alternative method is available.
19	Sharps such as syringes, needles, and Pasteur pipettes must be placed in puncture-resistant, leak-proof containers and disposed of according to waste disposal procedures.
20	Broken glassware and pipettes must be decontaminated and disposed of in accordance with waste disposal procedures.
21	When transporting biohazardous materials out of the laboratory, place them in sealed, leak-proof containers.
22	Always wash hands after handling chemicals, infectious materials, or animals, after removing gloves, and before leaving the laboratory.