

HARVARD UNIVERSITY

HARVARD FOREST

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PaleoEcology Laboratory Policies

The following policies pertain to the paleoecology lab located in Shaler Building.

All person(s) working in the lab must wear proper Personal Protective Equipment at all times, including long pants and closed toed shoes. Lab coats are required in the hood room of the paleoecology lab. Gloves and goggles must be worn when handling chemicals.

There is absolutely no food or drink allowed in the lab.

Windows and doors are to be kept closed at all times.

Any person(s) working in the lab must have proper chemical training.

Label (with proper identifiers) any container that you fill (even if it is water). There are a lot of clear liquids that are hazardous

Fume hoods are required/available for working with hazardous/toxic materials. Turn the fume hood off when not in use.

Only Paleo Lab personnel are allowed to handle materials containing Hydrofluoric Acid. Hydrofluoric Acid containers must be opened in the fume hood.

Do not pour any chemicals down the drain. Collect them into waste containers for proper disposal.

Do not move the balances from their designated areas.

Microscopes and balances must be turned off and covered at the end of the day.

Hot plates must be turned off and unplugged after use.

Centrifuge must be unplugged after use.

All general use benchtop areas should be cleared off and cleaned at the end of the day.

Turn of lights and lock the door at the end of the day.