

Handbook For 3rd Year Project Students

To be completed and submitted with final year project report



SCHOOL OF LIFE SCIENCES AND CHEMICAL TECHNOLOGY

INTRODUCTION

This handbook is a set of guidelines and regulations for final year BIO, BMS and HLM project students. It is to ensure safety and accountability for students when performing their lab work.

It also specifies how to conduct a proper hand-over of all lab materials when the projects are completed.

IMPORTANT!!!

ALL STUDENTS MUST OBSERVE THESE GUIDELINES WHILE DOING THEIR PROJECTS IN THE LABORATORY.

ANY STUDENT WHO FAILS TO DO SO WILL BE BARRED FROM USING THE LABORATORY UNTIL HE/SHE ADHERES TO THE RULES.

AREAS TO TAKE NOTE OF

EQUIPMENT/ APPARATUS/ GLASSWARES

1. The instruction/ operation manuals for equipment must be followed closely while operating any equipment to avoid damage to the equipment. You are advised to approach the TSO for any enquiries regarding the use of the equipment.
2. Students must fill in logbooks where required, eg. autoclave, shaker, gene gun and gel doc system.
3. Students must inform the TSO when equipment and apparatus are to be removed from a laboratory for use in another laboratory and must be returned to their original place immediately after use.
4. Students are not allowed to keep the apparatus eg. pipettors for her/his own use unless assigned by project supervisor.
5. Ensure all equipment and bench-tops are kept clean and dry at the end of your work.
6. Any breakages of glassware and apparatus must be reported to the TSO immediately. You may have to compensate the lab for any breakages eg. corrective work order in the lab.

REAGENTS/ MATERIALS

1. All reagents and materials must be labeled with date/ name of reagents/students. Any unlabelled materials will be disposed off.
2. Autoclaved solutions need not be kept in the incubator except for agar medium.

WASTE/ AUTOCLAVED MATERIALS

1. Any biological/ microbiological materials to be disposed off must be placed in autoclave bags and autoclaved prior to disposal.

