Lab should and should not

**1.** **Scale and balance** SHOULD keep clean after use. Wipe clean with alcohol or blow with canister if there is small residual. Wash the spatula (clean water and then deionized water) and dry.

 Should **NOT** leave chemical residuals in or on the scale or balance; Should **NOT** leave the spatula on the bench after experiments.

**2.** **Utensil** (Beaker, cylinder, spatula etc) Should be cleaned with water, rinsed with deionized water, and dry. Technicians Should autoclave (cover with foil and temperature-sensitive tapes) them and put them back into cabinet regularly.

 Utensil Should **NOT** leave in the sink more than a day.

3. **Animals** Should be in the room E214 in the day time. **Empty animal cages** should be returned to animal facility within 24-48 hours. Animal cages Should be collected in or under the cart after use.

 **No** animals are allowed to stay overnight at E214; **Empty animal cages** should **NOT** be left on bench or ice machine.

4. **Microcentrifuge tubes** (1.5 ml or 2 ml) should be kept in jars with lid.

 Microcentrifuge tubes Should **NOT** be used directly from bags. The tube bags Should **NOT** be left open after use.

5. **Tube racks** should be put back into one place and use temporarily in the fridge or freezer.

 Tube racks should not be kept in the fridge or freezer more than 1 week.

6. **Instruments** (PCR, PH meter, plate reader, shaker, sonicater and heat block etc) should be switched off after use or before your leave.

 Instruments Should **NOT** leave on before your leave.

7. **Fume hood** should be kept clean and closed (except some special occasion).

 **Fume hood** should **NOT** be kept open before your leave.

8. Bench should be wiped with 70% alcohol after you use it or before your leave.