



SCIENCE • EDUCATION • CONSERVATION

PRINCETON UNIVERSITY • KENYA WILDLIFE SERVICE • SMITHSONIAN INSTITUTION • NATIONAL MUSEUMS OF KENYA • MPALA WILDLIFE FOUNDATION

LAB USE PROTOCOLS

- Keep your lab area **clean** at all times. Keep the common areas clean at all times. Limit your use of lab space.
- **Only lab equipment and research samples go in the lab.**
- **Label** all of your materials, equipment, and supplies belonging to you, with **your name, your project name, and the date.**
***** ANYTHING NOT PROPERLY LABELLED WILL BE DISCARDED.**
- **Label all liquids** clearly to indicate their contents.
- Store all voluble and dangerous chemicals in the **metal chemical cabinet only.**
- Label everything you put into **lab refrigerators and freezers** with your name, project name, date and what the item is.
***** ANYTHING NOT PROPERLY LABELLED WILL BE DISCARDED.**
- You must move all samples from fridges and freezers to **long-term storage facilities** at the end of every month.
***** DO NOT STORE SAMPLES IN THE LAB FRIDGES AND FREEZERS FOR THE LONG-TERM.**
- You may rent **long-term storage for supplies** from the Mpala administrators. Otherwise, do not store any supplies in the lab long-term.
- You must responsibly **discard your own sharps** (broken glass, needles, blades) **and hazardous materials** (blood samples, chemicals). Do NOT place these in the regular trash.
- **DO NOT PLACE DEAD ANIMALS IN THE COMMUNAL FRIDGES OR FREEZERS.** If you require collection of dead animals, you must store them in other refrigerator / freezer facilities.
- **Remove ALL materials from the lab bench and shelves when your project is finished.** Clean your area with **bleach and ethanol** before you leave. Anything left on common lab benches or shelves will be discarded or appropriated.
- Treat the **communal-use equipment** with respect, keep it clean, and always leave all of these things **IN THE LAB.**