

# Combustion Science Laboratory

## Lab Etiquette

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**Directions:** The purpose of this list is to familiarize the student with proper Combustion Science Laboratory etiquette, which provides for a clean, organized and safe working environment.

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1. Be Safe, follow all Combustion science laboratory safety guidelines and use common sense.  
If you are unsure about something ask.
2. Clean up after yourself. Put away all tools after use and every night so that other researchers can find equipment, even if you will need them the next time you work in the lab.
3. Replace all tools and instrumentation to their designate storage location. If you are unsure ask a lab manager.
4. Disinfect and clean safety glasses before replacing.
5. If you use the last of something write fill out an equipment refilling form C-008 and give it to a lab manager.
6. Follow the instructions for placing purchase orders for all orders. Before you order equipment insure it is not already available by asking the lab staff.
7. Be sensitive to others in the lab who may not enjoy the same music as you. Use head phones when other people are in the lab. Music is not to be listened to when running experiments using open flame. When running other experiments only 1 ear bud is to be used so that sounds from the lab can be heard.
8. Do not take home any of the reference material, it is for use while in the lab only.
9. Place files in the appropriate folder on the computers. This is either your folder under users, no personal files are allowed on lab computers.
10. Laboratory computers are not for downloading any material not directly used in the lab.
11. Do not add or modify software on any of the lab computers. This includes installing temporary items. The lab staff will install any software if it is experiment related and approved.
12. The lab should be locked and secured by the last person leaving the space.