

# 8 KEY ASPECTS OF LAB ETIQUETTE FOR STUDENT INTERNS



**Ethical Conduct & Integrity**

**Safety First**



**Time Management & Dependability**

**Cleanliness & Organization**



**Collaboration & Communication**

**Respect for Others**



**Proper Handling of Equipment**

**Data Management**



## Safety First

- Follow safety protocols and complete safety training
- Be familiar with the location and proper use of safety equipment
- Properly label and dispose of chemicals and hazardous materials
- Wear PPE (personal protective equipment)



## Cleanliness & Organization

- Keep your workspace tidy and clean up after yourself. This includes properly storing equipment, cleaning glassware, and wiping down surfaces
- Don't leave spills, messes, or equipment for others to clean up



## Respect for Others

- Be considerate of shared equipment and space. Respect the schedules of others when using shared resources, like fume hoods, or centrifuges
- Communicate openly and politely with others, especially when issues or conflicts arise



## Data Management

- Securely collect, record, and store data using standardized formats. Utilize secure storage solutions following lab protocol
- Be aware of confidentiality and ethical standards for data storage



Workplace policies, supervisor expectations, and lab protocols may differ by lab. Please consult your human resources department or lab supervisors for detailed information specific to your lab.



## Ethical Conduct & Integrity

- Conduct research honestly. Do not manipulate data or plagiarize
- Acknowledge the contributions of others in your research
- Follow all institutional, ethical, and legal guidelines related to research, especially when working with human or animal subjects



## Time Management & Dependability

- Be punctual, dependable and efficient with your time in the lab
- Plan your experiments in advance and maximize your scheduled lab hours



## Collaboration & Communication

- Foster a collaborative atmosphere by sharing knowledge, offering help, and being open to feedback
- Keep lines of communication open with your lab supervisor and colleagues to ensure smooth operation and successful outcomes



## Proper Handling of Equipment

- Use equipment as instructed and report any malfunctions or damage immediately
- Avoid rough handling of sensitive instruments and ensure they are properly maintained

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