



**NEW YORK COLLEGE**  
THE INTERNATIONAL COLLEGE OF GREECE

# LAB PROTOCOL



## Personal Protective Equipment (PPE)

- Wear lab coat and safety glasses/goggles at all times.
- Wear appropriate gloves as required by the activity.
- Closed shoes only; no sandals, high heels, or exposed skin.
- No earphones, food, or drink in the laboratory.
- Wash hands before leaving the lab.



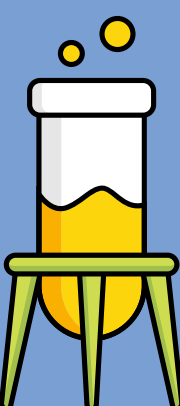
## General Conduct

- Think before you start any experiment.
- Follow authorized protocols only; no improvising or unauthorized experiments.
- Keep your workstation tidy and uncluttered.
- Do not run inside the lab.



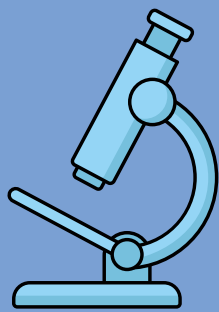
## Emergency Actions

- If you discover a fire, activate the nearest alarm and evacuate via the nearest exit—do not attempt to save personal items.
- If someone is injured, stay with them, contact a First Aider or Security (166). Do not move them unless there is immediate danger.
- For floods or leaks, stop the source only if safe; notify lab staff or front desk.
- If any substance comes into contact with your eyes, immediately use the rinse located on the left side of the lab behind the fume vent, and inform a lab technician.
- If any hazardous chemicals come into contact with your skin, rinse with water and immediately inform lab technician.



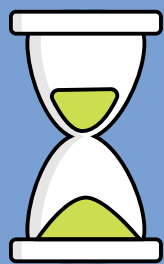
## Chemical & Biological Safety

- Handle all chemicals and biological materials as potentially hazardous.
- Use fume hoods for volatile or hazardous substances, with the sash kept low and workspace uncluttered.
- Do not pour solvents down the drain, collect them in designated waste containers.
- Treat all biological spills immediately with disinfectant and inform staff.



## Equipment & Electrical Safety

- Inspect equipment before use, do not use damaged or untested apparatus.
- Never bring unapproved personal equipment into the lab.
- Keep floors dry, and passageways clear.



## Working Hours & Unattended Experiments

- Undergraduates may not work in labs without explicit supervisor permission.
- Undergraduates should not make use of any lab equipment outside of experiments.
- At least one Lab Staff must be physically present to supervise any experiments.
- Lab Staff must lock the lab after use and maintain two copies of the key each, one in their possession and one in a secure locker in the College Campus.



## Waste Disposal

- Neutralized acids/alkalis are the **ONLY** liquids allowed down the sink.
- All other liquid and solid waste must be disposed of based on instructions by your supervisor.



## Responsibilities of Students

- Attend all scheduled labs, late entry after 15 minutes is not permitted.
- Follow all safety procedures and report all accidents immediately.
- Perform a risk assessment along with the lab technicians before any project or new procedure.
- Inform supervisors in writing if pregnant
- Inform supervisors for any health or mobility issues.

## Guidance for Visitors and Staff not directly involved with Labs

- Any Visitors or Staff not working in the Labs will need written permission and physical supervision from a Lab Staff to enter the Lab.
- Visitors and Staff not working in the Labs must adhere to all the above Lab rules.
- Visitors and Staff not working in the Labs must not interact with any machinery or consumables, unless specifically instructed by Lab Staff.

## CONTACT LIST

Emergency  
Contact

**112**

College  
Front Desk

**2104838071**

Lab supervisor  
**Dr. MARIA ADAMAKI**  
madamaki@nyc.gr