



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.



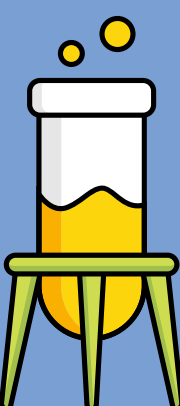
General Conduct

- 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.



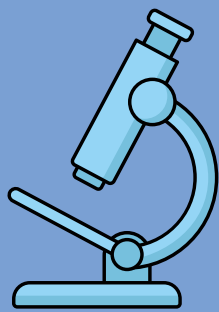
Emergency Actions

- 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.



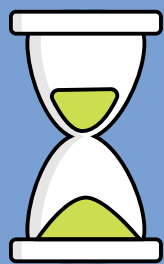
Chemical & Biological Safety

- 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
2310889879

Lab supervisor
Dr. EVGENIA PAPADAKI
epapadaki@nyc.gr