

SOUNDBIO LAB CLEANING POLICY

Because SoundBio Lab is a community laboratory, we need to ensure a safe and clean work environment for everyone. Towards this goal, we have implemented a cleaning policy. As a member, you must adhere to these guidelines or **risk being fined**. Our lab space is small, and we have many different activities happening in the space. As such, we require each person to take full responsibility for leaving the lab in the same state of cleanliness as it was when they arrived.

The following cleaning checklist is posted in the lab, near the entrance. While it may alter slightly over time as new equipment & procedures come online in the lab, our goal always remains the same - to keep our environment *clean* and *safe* for everyone. We ask that every time you leave the lab, you run through the checklist to ensure you have complied with our cleaning policy and standards. Thank you for adhering to these guidelines.

NOTE: The checklist will be posted in the lab and will always be up to date, so please use it for reference.

SoundBioLab CLEANING CHECKLIST

We are a community lab and share our space. Please support this effort or risk being fined.
Contact the Lab Manager via lab@sound.bio or @labmanager on Slack.

	✓	COMPLETE THE FOLLOWING BEFORE LEAVING THE LAB:
1.		Sterilize and wipe down used countertops, hood, etc.
2.		Return all equipment to its original position. Wipe down as needed.
3.		Return all reagents, consumables, & chemicals to proper, designated storage.
4.		Label (date/initials) and store all experiment-specific items in your assigned bin or refrigerator/freezer. Any samples containing hazardous substances must be clearly labeled. If your experiment is sensitive to movement, label as such. <ul style="list-style-type: none"> • Any UNLABELED items in shared storage spaces, cold storage, incubators or countertops will be discarded!
5.		Clean all dirty glassware + labware thoroughly with detergent. Place wet glassware + labware on the drying rack. <ul style="list-style-type: none"> • Recycled consumables left on the drying rack will be thrown away at the end of the week
6.		Discard sharp wastes into a puncture-resistant container immediately.
7.		Clear the sink of ALL your items. Sink (and countertop next to sink) must be EMPTY except for items listed under special disposal rules. If this is not possible, inform the Lab Manager.

8.		Inform the Lab Manager if waste bins (for used tips etc.) found at the bench are almost full. Inform the Lab Manager if alcohol or bleach bottles are empty.
9.		Special disposal rules: ** Ask the Lab Manager if you have any concerns ** <ul style="list-style-type: none"> • Used serological pipets are to be disposed of in the pipet tube cleaner. • LTips never go into the trash, only in tip waste. • Follow the posted cleaning + disposal rules for strong acids/bases, culture tubes, Petri dishes, and other containers exposed to live cultures. • Paper towels can go into the trash.
10.		Remove any large recyclable or trash items from the premises that cannot fit in our waste bins.
11.		Take any food, drink(s), electronics, paperwork, etc., with you and clean the non-lab table as needed.
12.		Double check – Did you clean everything? Did you forget anything? Look around– is this how the lab looked when you started?

NOTE: You can find additional cleaning supplies in the bathroom closet shelving. Please use them as needed.

Cleaning activities SoundBio (i.e. Lab Manager) is responsible for:

1. Biohazard + Sharps disposal
2. Deeper cleaning of the bathroom & ensuring it's supplied with soap, TP, paper towels
3. Ensuring the floor and windows are maintained and kept clean
4. General equipment maintenance & calibration
5. Emptying trash and recycling bins as needed
6. Providing/stocking cleaning supplies

THANK YOU FOR YOUR COOPERATION!

FAILURE OF COMPLIANCE

If a member fails to comply with the above checklist after they leave the lab, they will be given one warning. If the same member fails to adhere to the warning, they will be fined. Warnings and fines will be administered by the Lab Manager only.

Fines are \$20, with each repeat infraction leading to an increase of \$20 in fee, i.e., \$40 for 2nd infraction, \$60 for 3rd infraction, and so on.

After the infraction is communicated to the member, the fine will be deducted from their Recurly subscription within a week. Repeat offenders who fail to comply or pay their cleaning fee may be asked to forfeit their membership. The Lab Manager has the ability to request a larger fine at their discretion.

Maintaining our lab space as a safe working environment is critical to the ongoing success of our organization. Your cooperation in this effort is greatly appreciated.

By signing this form, I agree to follow SoundBio's Cleaning Policy and agree to complete the Cleaning Checklist posted in the lab each time before leaving SoundBio Lab:

Member Name: _____

Member Signature (or parent/legal guardian if minor)*: _____

Date: _____

If signed by Parent/Legal Guardian:

Signer Name: _____

Relationship to Member: _____



**I, the signer, certify that I am 18 years or older*