

	Work Instructions of Microbiology Lab		Document No	TIU.RC.IN.017E
			Issue Date	16/02/2016
			Revision No	00
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I-REVISION AND APPROVAL

This procedure is released, checked and approved as follows.

Prepared by	Reviewed by	Approved by
Dentistry Department Staff	Rasha Alkabbanie Coordinator of QMS	Dr. Mehmet Ozdemir Vice president of Academic Affairs

II-Revision History

#	Date of Revision	Ver.	Validity	Description of Change	Prepared by	Reviewed by	Approved by
1	16/02/2016	0	3 years	Original Release	Dentistry Department Staff	Rasha Alkabbanie	Dr. Mehmet Ozdemir

1- The Classes Schedule

course coordinator is the one who is in-charge of organizing the lab. Scheduling students are not allowed to change lab.Schedule without getting approval from the lab.instructor. The lab. Operating hours Tuesday from 2:20 p.m till 5:00 p.m .

2- Tools and Equipment (in General)


1-glass ware

2-chemicals

3-reagents

4-equipment(cinterfuge, waterbath, autoclave)

3- Safety Rules

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1-all students should wear gloves before starting any experiment

2- The small size of microbes and the consequent need to deal with cultures that contain many millions of microbial cells require special procedures for their safe use.

Briefcases, bags and outdoor coats must be placed in a locker. (These cannot be left outside the labs)

A clean white coat must be worn at all times and this must be buttoned up; it should be free from major holes and tears. The coat should be removed at all times when leaving the laboratory.

Long hair should be tied back so that it does not fall into open culture vessels.

Watches and jewellery should be removed.

Remember it is the responsibility of the person in charge of the class to decontaminate the personal belongings of any student if they come in to contact with the cultures in use in the lab. This may only be achieved by exposure to steam or immersion in disinfectant. Such treatment may obviously damage watches, articles of clothing, books or briefcases and the University could not accept liability if the action was necessitated by carelessness or disregard for safety instructions or other instructions, either written or verbal, regarding the handling of cultures.

Hands should be washed after all lab work and the bench swabbed with disinfectant.

No cultures or contaminated liquids should be poured down the sink.

No specimen, slides, cultures or other items may be removed as souvenirs.

All contaminated items should be discarded in the disinfectant jars, autoclave bags or placed on the trolley designated for the purpose; they do not go into the waste bins.

All containers must be appropriately labelled with waterproof marker pens.


Any spillages of contaminated liquid, either on the skin or on inanimate objects or work surfaces, must be swabbed with disinfectant and cotton wool. Larger spillages must be brought to the attention of the person in charge of the lab.

Contamination of cuts and grazes, swallowing or introduction of cultures into the mouth or eyes must be reported immediately

4- General Rules .

Always wear a laboratory coat when working in the laboratory classroom.

Put nothing in mouth which may have come in contact with infectious material.

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Smoking, eating and drinking in the laboratory are not permitted at any time.

Mouth pipetting is not permitted under any circumstances. Use the safety pipetting devices which are provided. Dispose of used pipettes in the appropriate receptacle. Any infectious material which may accidentally fall from pipettes to the laboratory bench or floor should be covered with a disinfectant and reported to any instructor immediately.

Any spilled or broken containers of culture material should be thoroughly wet down with a disinfectant and then brought to the attention of an instructor. There are no penalties for accidents, provided they are reported promptly.

Report at once an accident which may lead to a laboratory infection.

The microscope issued to you is both an expensive and delicate instrument--treat it accordingly. Always, at the end of each laboratory period, carefully clean oil from the objective and condenser lenses, align the low power dry objective with the condenser and rack condenser up and body tube down. You will be held personally responsible for any defect found on microscope when it is recalled at the semester's end.

When finished for the day, dispose of all used glassware and cultures in the appropriate receptacle, clear workbench and wash the top with a disinfectant. Wash hands thoroughly with soap and water before leaving the laboratory.

Do not throw refuse of any kind into the sink. Use the containers provided.

Be sure all burners are turned off at the end of the laboratory period. Double check to be sure that handles on all gas outlets are in the off position.

The inoculating needle should be heated until red hot before and after use. Always flame needle before you lay it down.

Always place culture tubes of broth or slants in an upright position in a rack. Do not lay them down on the table or lean them on other objects. They may roll onto the floor and break.

All culture containers which are to be incubated should bear the following notations: 1) initials (or last name of the student), 2) specimen (name of organism or number of unknown) and 3) date. When using Petri plates, these notations should be entered on the bottom half, not the lid. Unless otherwise directed, all plates are to be inverted, all plugged tubes should have the plugs firmly set into the tubes, and all screw cap tubes should have the caps loosened one-half turn to permit gas exchange.

5- Rules & Regulations on Lap & Equipments Use

- Preparation and sterilization of equipment and culture media

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- Preparation of microbial cultures as stock culture for future investigations and inoculum for the current investigation
- Inoculation of the media with the prepared culture
- Incubation of cultures and sampling during growth
- Sterilization and safe disposal of all cultures and decontamination of all contaminated equipment

6- Filled Equipments Log Form

7- Students Attendance Rules .

Must attend at the exact lab.time once a week

Must bring their home work reports about last week experiment

8- Responsibility.

Job Description: Assist biological and medical scientists in laboratories. Set up, operate, and maintain laboratory instruments and equipment, monitor experiments, make observations, and calculate and record results. May analyze organic substances, such as blood, food, and drugs.

*A job as a Microbiology Lab Assistant falls under the broader career category of Biological Technicians.

Check the attendance list of students .