

Table of Contents

Introductory Information	
Schedule	ii
Instructor Contact and Other Important Information	iii



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Instructor Contact Information

Lab	Instructor	Email	Phone	Office
1 & 2	Erika Wall	ewall@uvic.ca	250-472-5119	Petch 179b
2	Glen Pryhitka	pryhitka@uvic.ca	250-721-7076	Petch 179a
3	Val Kerr	valk@uvic.ca	250-472-5119	Petch 179b

Each instructor is responsible for a different lab as indicated above. Please make sure that you address any concerns or questions to the appropriate instructor.

CourseSpaces

<http://coursespaces.uvic.ca/my/>

Enter: NetLink-ID and Password

Select: [201601 BCMB 406B B01/B02/B03/B04 X](#)

Important information for the course and each lab is posted on CourseSpaces. Announcements are frequently sent to students, so please make sure that you check the email you have on record.

Departmental Web Page

<http://web.uvic.ca/biochem>

Occupational Health and Safety

250-721-8971

<http://ohs.uvic.ca>

Police, Fire, Ambulance 911

Campus Security

250-721-7599

<http://web.uvic.ca/security>

University Health Services

250-721-8492

<http://www.uvic.ca/services/health>

Laboratory Report Format

All laboratory reports must be written up individually.

Text should be typed and double-spaced, with margins no smaller than 1.9 cm (0.75").

Use 12 point font of a standard style such as Arial or Times New Roman.

All written text should be concise, well written and proofread for grammar and spelling.

Below is a general outline of what should be included in the following portions of a lab report in this course. Each lab report will have a different set of requirements so be sure to read the instructions for each submission carefully. Refer to CourseSpaces for a more detailed description of lab report expectations.

- Abstract:** State the purpose of the experiment(s) and put it in context. Summarize the methods, results and conclusions of the research.
- Introduction:** In a few well written paragraphs, state the purpose and introduce the main concepts of the lab by defining important terms and explaining new ideas. As well, briefly describe and indicate the purpose of performing the individual techniques or experiments.
- Methods:** Refer to the source of the procedure in proper citation format (most of the time this will be the lab manual). For procedures that you have designed, briefly summarize techniques and materials used so that someone could repeat the experiment (minor details are not necessary). Include any *significant* modifications that were communicated to you either verbally or in written form. Also, include mistakes that were made by you, your partner or other individuals that may have affected your results.
- Results:** Organize data in the form of fully labeled tables, graphs or figures. State the results in written form in a *Results Summled*

Course Policies

Attendance

Laboratory attendance is compulsory. Failure to attend a lab without a written medical excuse will result in a mark of '**N**' (**incomplete**) for the course. A change of lab section must be arranged with the lab instructor **prior** to the lab period. Students who miss a lab for medical reasons are responsible for maintaining their lab journal and for obtaining the data needed to write up the lab report.

It is important to arrive on time. Students who arrive after a pre-lab quiz has begun will not be given extra time to complete the quiz. No makeup quizzes will be given for students who arrive after a quiz is over.

University Policy on Academic Integrity

Suspected cases of plagiarism or cheating will be documented and submitted to the department chair for penalty assessment as described in the UVic calendar (2015-2016).

Plagiarism

A student commits plagiarism when he or she:

- submits the work of another person as original work
- gives inadequate attribution to an author or creator whose work is incorporated into the student's work, including failing to indicate clearly the inclusion of another individual's work
- paraphrases material from a source without sufficient acknowledgement as described above

Falsifying Materials Subject to Academic Evaluation

Falsifying materials subject to academic evaluation includes, but is not limited to:

- fraudulently manipulating laboratory processes, electronic data or research data in order to achieve desired results
- using work prepared by someone else and submitting it as one's own
- citing a source from which material was not obtained
- using a quoted reference from a non-original source while implying reference to the original source
- submitting false records, information or data, in writing or orally

Cheating on Assignments, Tests and Examinations

Cheating includes, but is not limited to:

- copying the answers or other work of another person
- sharing information or answers when doing take-home assignments, tests and examinations except where the instructor has authorized collaborative work
- having in an examination or test any materials or equipment other than those

Safety Regulations

Work in a microbiology laboratory involves exposure to living microorganisms, many of which must be considered as potential pathogens. Personal recognition of safety and the acceptance of certain precautions are therefore necessary prerequisites to working in the laboratory.

1. **Access to the laboratory is limited to instructors and students.**
2. **No eating or drinking in the laboratory.** Keep paper, pencils, fingers, and other objects out of the mouth.
3. **Safety glasses must be worn at all times.**
4. **Laboratory coats must be worn and properly fastened by all personnel working in the laboratory and must not be worn in public places.** Laboratory coats will be provided for you and will be shared between sections. If you would prefer a lab coat of your own, you will need to bring one to your first lab section. It will be kept in the lab

16. **Dispose of infectious solid waste in the yellow biohazard buckets for autoclaving.**
This includes pipette tips, agar plates, contaminated gloves or paper towels, etc...

17. **Report any accidents or safety concerns to an instructor immediately.**

If skin comes into contact with chemicals, wash immediately with cold running water for at least 10 min.

In the event of a bacterial spill, pour an equal volume of bench disinfectant on top of the spill and allow it to sit for five minutes. Clean up the spill wearing gloves and using a no-touch technique. Discard all waste in a yellow biohazard bucket for autoclaving. **WASH YOUR HANDS with hand disinfectant and soap.**

Do not pick up broken glass. The instructor will do this.

If something has splashed in your eyes, rinse them at the eye wash station for at least 20 min.

18. **Mouth pipetting is prohibited.** A safety bulb or pipettor must be used.

19. **Sitting on laboratory work surfaces is prohibited.**

20. **Use of cellular devices is not allowed in the lab.**

21. **Note the location of the following safety equipment:**

Eye wash station

Safety shower

Fire extinguisher

Telephone

Fire alarm

22. **Before leaving the laboratory:**

Place all cultures and other contaminated materials to be discarded in the appropriate containers for sterilization in the autoclave

Put your experimental materials (**labeled!**) in the appropriate bins or racks for incubation or storage

Place contents of "tip discard" and used microfuge tubes into yellow biohazard bucket

Building Evacuation in Case of Fire

If you discover a fire:

Activate the nearest fire alarm pull station.

Call **911** and Campus Security Services at **7599**. State your name and location.

Evacuate the building.

If you hear a fire alarm:

If possible secure equipment and close windows and doors.

Follow the established evacuation route. Do not use elevators.

Meet at your designated Emergency Evacuation Site.

Do not re-enter the building until permission is given by the Fire Department.

If you cannot evacuate:

Close the doors between you and the fire.

If possible call **911** and advise the Fire Department of your situation.

Hang clothing or a cloth from a window to alert emergency response personnel.

Earthquake Evacuation Procedures

During an Earthquake:

Get away from windows and heavy objects.

Duck, cover and hold on. Crouch low to the ground; protect head with your arms; seek cover under and hold onto heavy furniture. Watch for moving objects.

If you are in an interior hallway, stay there and crouch against the wall. Watch for swinging doors.

After an Earthquake:

After the shaking stops wait 60 seconds then evacuate the building. Do not use elevators.

Meet at your designated Emergency Evacuation Site. Keep away from power lines and buildings to avoid falling debris.

Report any injuries to Campus Security Services.