**I-REVISION AND APPROVAL**

This procedure is released, checked and approved as follows.

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| Prepared by | Reviewed by | Approved by |
|  |  |  |
| Mohammed Rasul | Rasha Alkabbanie  Coordinator of QMS | Dr. Mehmet Ozdemir  Vice president of Academic Affairs |

**II-Revision History**

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| **#** | **Date of Revision** | **Ver.** | **Validity** | **Description of Change** | **Prepared by** | **Reviewed by** | **Approved by** |
| 1 |  | 0 | 3 years | Original Release | Mohammed Rasul | Rasha Alkabbanie | Dr. Mehmet Ozdemir |
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1. **Safety Rules:**

* Wear a Proper lab coat.
* Don’t eat or drink in the laboratory.
* Don’t taste and sniff the chemicals.
* Avoid skin and eye contact with all chemicals.

1. **General Rules**

* Never work alone.
* Do not touch equipment or chemicals in the lab until your teache gives instructions.
* Follow all written and verbal instruction carefully**.**

1. **Rules & Regulations on Lab & Equipments Use**

* Don't pippet by mouth only mechanical pippeting devises are permitted.
* Woek surface should be sterilized by using 70% ethanol atleast once a day.
* Inform your teacher when you see any problem with the devices.