A. WRITING LABORATORY REPORT

When writing Laboratory report, students group works should organize the material using a scientific method. Although the following format is sugested, other formats may be used.

1. **Choosing a Title**
   Students should provide a clean concise title for their laboratory report or investigation
2. **Stating the Purpose**
   Students should state the problem and desribe the purpose of the investigation
3. **Gathering known Information**
   Students should make use of library reference book, filmstrip and other available materials
4. **Stating a Hypothesis**
   Students should be sure their hypothesis is based on the known information
5. **Listing the Materials**
   Students should list all materials used, including specific amounts and concentration of chemicals and solutions
6. **Explaining the Procedure**
   Students should explain how the work was done, how the data was gathered, how the experiment was designed, and describe the control that was used. A step by step method is usually the most logical and effective
7. **Recording the Observation**
   Students should present all observations made during the investigation. They should use charts, tables, graphs or diagrams to organize data and present a clear picture of the information
8. **Stating the Conclusion**
   Based on the observations, students should present a conclusion or sonslusions. The conclusions should relate to the purpose and either support or not support hypothesis.

B. SAFETY IN THE BIOLOGY LABORATORY

GENERAL GUIDELINES

1. Know the location of first aid kits, eye washes, fire blanket, and fire extinguishers
2. Do not perform unauthorizes experiments or investigation without proper adult supervision
3. Keep your laboratory work area clean and free of unnecessary papers, book and equipment
4. Always read through the experiments or investigation before beginning. Note any hazards and cautions
5. Wear laboratory aprons or coat to protect you and your clothing. Use safety goggles while performing, observing, or supervising activities that involve potential hazards to the eye
6. Do not taste any substances used in an investigation or experiments. Never eat from, drink from, or cook food in laboratory equipment
7. Check that all hot plates, gas outlets, Bunsen or alcohol burners, and water faucets are turned off at the end of the laboratory period
8. Immediately report all accidents to the lecture
9. Handle toxic and flammable substance with extreme care and in a well-ventilated room

SPECIFIC GUIDELINES

1. Do not use direct sunlight for microscope observations because the sunlight will damage your eyes
2. Do not use scalpel, razor blade, or other cuting instrument that has more than one cutting edge
3. Always add acid to water. Never pour water in to acid
4. Return all bacterial cultures to your lecture for proper disposal. Troughly clean all glasware that comes in contac with these culture with a strong disinfectant. Wash any equipment throughly as well. Follow the lecture instruction
5. Mount speciements properly in dissecting pans. Do not hold a speciement in your hand while dissecting it
6. Use a suction bulb pipette to transfer chemicals. Do not use mouth suction
7. Never position the mouth of a test tube toward yourself or another person while heating a substance in it
8. Properly dispose of broken glassware