

California State University, Sacramento
Department of Chemistry

Laboratory Policies

CHECK-IN: After your instructor has assigned you a locker and you have completely filled out this form: then, you must completely fill out an INVENTORY SHEET that lists the items in your locker. All of the items listed on the inventory sheet should be in your locker and in good condition (carefully check for any broken, chipped or missing items during check-in; after the check-in date you will be charged for any replacements). During the semester, your locker inventory must be kept complete by replacing any missing items.

CHECK-OUT: All equipment must be complete, cleaned and dried with all labels, label gum and non-factory markings removed. Any missing items must be replaced from the Service Centers (no trades will be made). Once your locker is complete, your instructor or a Service Center employee will verify your locker contents and its condition and sign your locker check-out sheet. Turn in your signed check-out sheet to your instructor.

Locker check-out is generally on the last scheduled day of your lab; your instructor will set the specific date and time that you are to check-out. If you can not be here on your scheduled check-out day, arrangements can be made with the Service Center staff to complete your check-out. However, these arrangements must be made in ADVANCE, and the reason for the special arrangements must be significant. **THE LAST DAY TO CHECK-OUT OF YOUR LOCKER IS THE LAST DAY OF DEAD WEEK.** If you drop the class you are still responsible for checking out of your locker. Generally it is advised that this be done within one week of dropping the class. Failure to check-out by the final check-out date will result in a \$15.00 fine. If you fail to complete the check-out procedure, you will also be billed for all other cost necessary to make your locker acceptable (missing items, breakage, labor, etc.).

I. SAFETY

- a. Familiarize yourself with the location and use of all safety equipment and emergency exits in the laboratory.
- b. Eating and drinking are not allowed in the laboratory at any time.
- c. Visitors are not allowed in the laboratory; leave the room for the duration of the visit.
- d. No one will be allowed to work in any laboratory without department-approved vision protection (i.e. Goggles) and footwear (no open toed shoes). The use of other protective wear (i.e. gloves, lab apron, coats, etc.) is highly recommended.
- e. Long hair presents a serious fire hazard in the laboratory and must be properly restrained to minimize this hazard.
- f. Broken glassware must never be placed in the trash. Use the broken glass disposal boxes provided.
- g. Working in laboratories outside of the regularly scheduled periods is strongly discouraged. When such work is necessary, the written permission of the instructor is REQUIRED. If this involves working at a time when another laboratory is scheduled, then the permission of both instructors is REQUIRED.
- h. At least two people must be present in the room at ALL TIMES. Solo laboratory work is ABSOLUTELY prohibited.
- i. Students in lower division laboratories are not to work in the laboratory unless an instructor is immediately available (i.e. in the lab).
- j. Students in upper division laboratories are not to work in the laboratory unless an instructor is available in the vicinity (i.e. on the floor).
- k. Experiments using utilities such as gas, water, steam, heat, etc. are not to be left unattended. If it is necessary to use these utilities overnight, you must attach a card signed by your instructor to the apparatus and notify the Chemistry Service Center.
- l. Unauthorized experimentation is prohibited.
- m. **NO CHEMICALS, SUPPLIES, OR EQUIPMENT ARE TO BE REMOVED FROM THE LABORATORY WITHOUT THE WRITTEN PERMISSION OF THE INSTRUCTOR AND THE SERVICE CENTER SUPERVISOR.**

II. CHEMICALS

- a. Treat all chemicals as if they were hazardous.
- b. Never put chemical waste down drains or in the trash receptacles. Use appropriately labeled waste containers.
- c. If a chemical waste container is almost full, immediately notify your instructor or the Service Center; **DO NOT OVERFLOW THE WASTE CONTAINER.**

- d. Never put anything (i.e. spatulas, pipets, fingers, etc.) into a reagent bottle. Place any unused reagents in the appropriate waste container; DO NOT return it to the bottle.
- e. When removing chemicals from the shelf to use somewhere else, always return them to their appropriate location.
- f. NEVER remove or borrow chemicals from another laboratory.
- g. If a required chemical is not available, notify your instructor. If a chemical container needs to be refilled or replaced, take the empty container to the Service Center.
- h. If chemicals are spilled, clean up the mess immediately. This especially includes balances and other equipment and the areas around them. If you are unsure of how to clean up a spill, seek assistance from your instructor or the Service Center.

III. MSDS (Material Safety Data Sheet)

- a. Chemical manufacturers are required by law to provide MSDS's that contain detailed information about the hazards of specific chemicals and how to control those hazards.
- b. MSDS's for all chemicals used in the laboratory are available in the Service Center.
- c. Students that have not been trained in the use of a specific hazardous chemical or that are not completely familiar with the hazards and precautions of a chemical, should read the MSDS prior to using the chemical.

IV. EQUIPMENT

- a. DO NOT use any equipment until you have been properly instructed in its use.
- b. DO NOT move ANY piece of equipment without the permission of your instructor.
- c. DO NOT attempt to alter or repair any piece of equipment. If it is not in proper working order, inform your instructor.
- d. DO NOT remove any equipment from the laboratory without instructor and Service Center approval.
- e. Clean all equipment immediately after you have finished using it, and if it was borrowed or checked out, return it immediately.

V. SERVICE CENTER

- a. The Chemistry Service Centers WILL NOT issue chemicals or equipment (other than those specifically listed for an experiment, student locker or instructional laboratory) without the consent of the instructor.
- b. Because of the limited number of certain items. Special equipment issued by the Service Centers must be returned the same day or a fine of \$5.00 will be assessed.
- c. The Service Center staff **WILL NOT** set-up labs after they have been taken down. The lab set-ups are available for one week after a lab is to be completed, so plan your time appropriately. It is best not to miss your regularly scheduled lab time.

VI. PREGNANCY

- a. Women that are, or may become pregnant should carefully determine, upon consultation with your personal physician or the Student Health Service Center, if it is advisable for them to participate in the laboratory program.
- b. If you are pregnant or are planning to become pregnant please inform your instructor.

VII. EMERGENCIES

In the event of ANY EMERGENCY, notify your instructor or the Service Center personnel or DIAL 6900 on any campus phone. There are emergency phones in all of the elevators and hallways.

I HAVE READ ALL OF THE ABOVE AND I AGREE TO CONFORM TO ITS CONTENTS.

Name:	_____	Signature:	_____
SS#	_____	Date:	_____
Course #	_____	Lab Instructor:	_____
Section #	_____	Room #	_____

