Research Contract

Name:________________________                  Semester_______     Class_________

Student ID:____________________       Advisor:_______________________

I will be researching in the following labs: __________________________________

Please list all rooms to be used

I. SAFETY

a. You are never allowed to work alone in lab! During business hours your PI, or other faculty need to be available. The faculty member must be aware of your presence in lab, and accept responsibility for you in lieu of your PI.

b. Graduate students need to make arrangements with another chemistry student or Faculty member to be present when working after hours and on weekends.

c. Undergraduate students must have a faculty member or graduate student agree to be present and responsible for them when working after hours and on weekends.

d. Familiarize yourself with the location and use of all safety equipment and emergency exits in the laboratory.

e. Eating and drinking are not allowed in the laboratory at any time.

f. Visitors are not allowed in the laboratory; leave the room for the duration of the visit.

g. YOU MUST:
   - Wear PI approved eye protection (shields or goggles) at all times when in lab.
   - Wear shoes that completely cover your foot when in lab.
   - Wear appropriate clothing that covers your skin or wear a lab coat when in lab.
   - Long hair must be restrained to prevent fire hazard.

h. For chemical spills
   - On your skin rinse the area thoroughly for at least 15 min and report incident to your instructor and the stockroom.
   - For splashes into the eyes rinse using an eyewash for at least 15 minutes, and notify your instructor and the stockroom.

i. 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:
   - Have faculty approval.
   - Secure your reaction, including clamping all hoses.
   - Attach a card with your name, date, reaction, how to contact you in case of emergency.

j. Broken glassware must be placed in the "glass disposal boxes" provided.

k. Unauthorized experimentation is prohibited!

II. 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. If you are pregnant or are planning to become pregnant please inform your instructor.
III. CHEMICALS
   a. Treat all chemicals as if they were hazardous.
   b. It is the student's responsibility to know the hazards of the chemicals used in the lab. This information is located in the chemical's MSDS (material safety data sheet), which can be obtained from http://rtk.complyplus.com/frame.asp.
   c. You must label all containers with an RTK label. For more information see your advisor or the stockroom.
   d. Students are encouraged to practice good chemical hygiene by washing their hands after lab, and before eating, drinking or smoking.
   e. Never put chemical waste down drains or in the trash receptacles. Use appropriately labeled waste containers.
   f. Always return borrowed chemicals to the stockroom.
   g. NEVER remove or borrow chemicals or equipment from another laboratory.
   h. If chemicals are spilled, clean up the mess immediately. If you are unsure of how to clean up a spill, seek assistance from your advisor or the Stockroom.

IV. EQUIPMENT
   a. DO NOT use any equipment until you have been properly instructed in its use.
   b. DO NOT attempt to alter or repair any piece of equipment. If it is not in proper working order leave a sign with your name, date, and what is wrong, and then inform your Ted and or your advisor.
   c. DO NOT ever take equipment out of the teaching labs without the permission of the stockroom staff!!!!!!!

V. EMERGENCIES
   a. In the event of ANY EMERGENCY, notify your advisor, and the Stockroom personnel immediately! Dial 911 for emergencies, or 8-6851 to reach campus police on any campus phone. Emergency phones are located in the lobbies of each floor in Sequoia Hall.

VI. CLEANLINESS
   a. Labs should be kept neat and orderly at all times.
   b. You must check out of your locker at the end of every semester.

I have read all of the above, and agree to conform to its contents. I understand that failure to follow these policies will result in my removal from lab! I understand that failure to check out of my locker will result in a locker check out fee of $15.00.

______________________________________  _______________
Signature       Date

______________________________________  _______________
Advisors Signature     Date