

## Laboratory Policies

### 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. **YOU MUST:**
  - Wear department approved safety goggles at all times when in lab. Shields are never allowed!
  - Wear shoes that completely cover your foot when in lab.
  - Wear long pants or a skirt past the knee and a lab coat when in lab.
  - Wear nitrile gloves when working with chemicals. They must be removed prior to leaving the lab. (The stockroom will not provide gloves to students.)
- e. Long hair presents a serious fire hazard in the laboratory and must be properly restrained to minimize this hazard.
- f. Working in laboratories outside of the regularly scheduled periods is strongly discouraged. When such work is necessary, the written permission of both instructors is **REQUIRED**.
- g. Students in lower division laboratories are not to work in the laboratory unless an instructor is immediately available (i.e. in the lab).
- h. 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).
- 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 attach a card signed by your instructor to the apparatus and notify the Chemistry Service Center.
- j. Broken glassware must be placed in the "glass disposal boxes" provided.
- k. Unauthorized experimentation is prohibited!
- l. **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. 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.

### 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. Never put chemical waste down drains or in the trash receptacles. Use appropriately labeled waste containers.

- d. If a chemical waste container is almost full, immediately notify your instructor or the Service Center; **DO NOT OVERFLOW THE WASTE CONTAINER.**
- e. 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.
- f. Always return chemicals to their appropriate location.
- g. **NEVER** remove or borrow chemicals from another laboratory.
- h. If a required chemical is not available or needs to be refilled, notify your instructor.
- i. If chemicals are spilled, clean up the mess immediately. This especially includes spill on or around balances and other equipment. If you are unsure of how to clean up a spill, seek assistance from your instructor or the Service Center.

#### 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. Clean all equipment immediately after you have finished using it, and if it was borrowed or checked out, return it immediately.
- e. 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.

#### 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. 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 completed, so plan your time appropriately. It is best not to miss your regularly scheduled lab time.

#### VI. EMERGENCIES

- a. In the event of **ANY EMERGENCY**, notify your instructor, and the Service Center 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.

**\*\*Failure to adhere to these laboratory safety policies will result in your removal from lab. The resulting missed lab can only be made up with instructor approval within the standard makeup time line.**

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

Name: \_\_\_\_\_

Course: \_\_\_\_\_

Student ID: \_\_\_\_\_

Section: \_\_\_\_\_

Signature: \_\_\_\_\_

Room: \_\_\_\_\_

Date: \_\_\_\_\_

Lab Instructor: \_\_\_\_\_