CHEM _____ Section _____ TA _____

LABORATORY SAFETY RULES

Safety First!

The instructors wish students an enjoyable lab experience! The best way to set you up for success is to provide you with lab common sense and etiquette, as much of the surroundings and techniques will be new to you. In general, be respectful of the space and follow the instructions in the lab and you'll be fine, however…

…minor violations of the rules below may result in points being taken off the report, either for an individual or the whole section. Negligent and/or intentional violation of any of the rules below may result in you being removed from the lab and/or you will receive ZERO for results portions of the lab (credit granted for preparation only – introduction & notebook). A second violation will result in you being dropped from the course. ***No make-up labs for students who violate these rules.***

1. **Safety goggles must be worn** at all times when anyone in the room is working with chemicals, especially yourself! You are welcome to step outside to defog goggles if necessary.

2. **NO food, drinks, or gum** are allowed anywhere in the labs or in your mouth while you're in the labs. All water bottles, snacks, etc. should be left on the table outside the lab, not hidden in your bag. You may step into the hallway for a quick drink or snack during appropriate times, as long as you're not neglecting the experiment or your partner. Please check with your TA beforehand.

3. **Appropriate lab attire** must be worn at every lab. Students cannot go home to change.
   - **OK LAB ATTIRE:** Pants or long skirt, short or long-sleeve shirt, closed-toe shoes that cover the entire top of the foot. Long hair and loose clothing are confined or tied back.
   - **NOT OK:** Shorts or short skirts (no exposed ankles), *leggings/tights*, cropped pants that expose ankles, ripped pants that expose skin, tank tops, sandals, ballet flats, or any other shoes that expose the tops of the feet (Crocs and Tom's are NOT OK!). High heels, baggy clothing, and dangling jewelry are strongly discouraged.

4. **Lab coats** must be worn over appropriate lab attire (see above).

5. **NO running, fighting, or other acts of mischief**.

6. **NO visitors**, including pets and side-kicks.

7. Know the **locations of emergency equipment** including fire alarms, fire extinguishers, chemical fume hoods, safety showers, and emergency eye washes.

8. **Notify your instructor immediately of any injury, spill, fire, or explosion.** You may clean up small spills (less than a few milliliters) yourself, but let the TA know. You're not in trouble unless you do it on purpose!

9. Keep your lab space **clean and organized throughout the experiment**. Backpacks, purses, jackets, phones, etc. are not allowed where chemicals are being used.

10. **Never leave an ongoing experiment unattended**. If you need to leave the room, be sure a neighbor is watching your experiment.

11. Unless otherwise specified, dispose of broken glassware in broken glassware boxes only, including ceramics and disposable glass pipets. NO paper or other items in the broken glass boxes. **NO PIPETS OR OTHER GLASSWARE IN THE TRASH!** That's not cool to the staff and you'll lose points.

12. **DO NOT TASTE ANYTHING IN THE LAB**. EVER.

13. **Never remove chemicals or equipment** from the labs or stockroom without permission.

14. **NO unauthorized experiments**. Stick to the given procedure.

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15. Follow appropriate procedures for inserting glass into a stopper and/or have the stockroom or your TA assist you. Seriously, students have hurt themselves by not paying attention.

16. Wash your hands and arms with soap and water before you leave the lab, no matter what!

17. Always know the **hazards** as well as the physical and chemical properties of the materials used. Your lab notebook should include a brief note on the safety hazards for each chemical being used based on the safety table within in the experiment.

18. **Read labels carefully and know the name of chemicals with which you are working**. Read labels twice. Read labels twice.

19. **Label all containers** with chemical/mixture names, your name, and the date **before** anything goes into that container.

20. **Use pluringes and pipet bulbs with glass pipets**. NEVER pipet by mouth. It's gross.

21. Check all **glassware for cracks and cleanliness** before using…or you'll be sorry later that you didn't.

22. **Avoid contamination**. Take only what you need from reagent bottles and NEVER return unused chemicals to the original bottle that other students are sharing.

23. **Fume hoods** are often used to minimize chemical exposure. Handle chemicals six inches into the hood. DO NOT PUT YOUR HEAD IN THE HOOD and DO NOT KNEEL IN FRONT OF THE HOOD, or anywhere in the lab.

24. **Wash all glassware before leaving lab for the day and return all shared equipment to the designated space.** GLOVES SHOULD NOT BE WORN WHILE WASHING GLASSWARE.

25. ***Dispose of all waste as instructed in the lab handout or by the TA.*** Read waste container labels carefully to be sure it's going to the right place. Waste containers are typically in the fume hoods. Let your TA know if a waste container is full. DO NOT LET THE WASTE CONTAINERS OVERFLOW! *Seriously, who does that?!*

26. **NO use of flame in the lab**. Nearly everything in the organic chemistry labs is flammable.

27. ***Wear gloves*** when appropriate in the lab and ***change your gloves*** if you get chemicals on them. <u>They're cheap</u>! Gloves are only a first line of protection. They do not make you invincible! Take off gloves before you leave the room. **DO NOT touch door handles, your face, computers, or phones with gloved hands.**

28. ***Minimize chemical exposure*** (ex. keep containers capped) and treat every chemical as if it were hazardous.

29. **No cell phones or electronic devices are allowed to be used in the labs.** If you'd like to take a picture or video of your experiment, ask your TA for permission, but take your gloves off first.

30. <u>Treat your TA respectfully and abide by any of his/her instructions and additional rules announced.</u>

<u>GOLDEN RULE</u>: Your drawer must be *pristine* at the end of each lab.

- All equipment must be clean and organized in the drawer. Check the equipment list and picture of the perfect drawer on the bulletin board in the lab.
- Obtain any missing items from the stockroom. Do not bring broken items to the stockroom!
- **Drawer penalties - points taken off *for each* missing, dirty, broken, or extra item. Additional points taken off for disorganization, at the TA's discretion.**
    - **1 pt / item Exp 1; 2 pts / item Exp 2, Day 1; 3 pts / item Exp 2, Day 2 and so on…**