

Laboratory Safety Rules, Procedures and Regulations

Safety Rules

ENSURING LABORATORY SAFETY IS NOT JUST THE RESPONSIBILITY OF THE INSTRUCTOR, IT IS THE RESPONSIBILITY OF EVERYONE WORKING IN THE LABORATORY. YOU ARE EXPECTED TO BE FAMILIAR WITH THE SAFETY RULES AND TO CONDUCT YOUR LABORATORY WORK IN A SAFE MANNER AT ALL TIMES. The laboratory instructor will review the following safety rules and regulations with you and will point out the location and operation of the fire extinguisher, safety shower, eye wash and other laboratory safety equipment available.

1. **If you are pregnant or plan to become pregnant this semester, please check with your OB/GYN before enrolling in a chemistry lab. If you have any medical condition that might be exacerbated by working closely with chemicals, please consult with your doctor before enrolling in the lab.**
2. Cell phone use is absolutely not allowed in the laboratory. If you receive a call or need to make a call, please do so outside the lab.
3. You must wear approved safety goggles at all times while in the laboratory (**FAILURE TO DO SO MAY RESULT IN EXPULSION FROM THE LAB FOR THAT DAY!**). A lab coat or apron is recommended. Gloves are highly recommended especially for organic labs. Goggles, lab coats, aprons, and gloves are all available at the campus bookstore; **THE CHEMISTRY STOCKROOM WILL NOT SUPPLY THESE ITEMS.**
4. No eating, drinking or smoking is allowed in the laboratory.
5. Confine long hair and loose clothing when in the laboratory. Never wear tank tops, or open-toed shoes while in laboratory.
6. Familiarize yourself with the experimental procedure before beginning work in the laboratory; take special note of any procedure that might pose a safety problem. Your instructor should point out all safety hazards before the beginning of each experiment.
7. No unauthorized experiments may be performed!
8. Always wipe down the counter area and stool before placing notebooks and sitting down.
9. Wash your hands thoroughly before leaving the laboratory.
10. In case of an accident, summon the laboratory instructor immediately. If further assistance is needed, notify the Stockroom personnel (EH2320, telephone extension 3372).
11. Treat all chemicals as if they were potentially dangerous. If a chemical comes into contact with your skin or eyes, wash immediately with copious amounts of cold water. Ask another student to summon the instructor. Treatment for injuries may be obtained from the Student Health Center.
12. Burns are best treated with cold water or ice.
13. Chemical wastes should be disposed of in the appropriate collection bottles as directed by your instructor. Every laboratory has a hood designated for the collection of used chemicals with posted collection guidelines for proper chemical disposal. Make sure you dispose of each chemical in the proper bottle. Placing a chemical in the wrong bottle may result in undesirable chemical reactions. **If you are not sure what goes where, ASK!**
14. Report spilled mercury to your instructor, so proper clean-up can be done immediately.
15. Avoid distracting or startling other students. Practical jokes or horseplay will not be tolerated at any time.

Conduct of Experiments

1. When cutting glass tubing or inserting tubing into stoppers, protect your hands by using a towel. Glass tubing should be lubricated with glycerol or water to aid insertion of the tubing into stoppers. To remove tubing from stoppers, cut the stoppers.
2. When heating or carrying out reactions in a test tube, never point the mouth of the tube at your neighbor or yourself.
3. Never taste a chemical; never smell a chemical unless instructed to do so. If instructed to smell a chemical, fan vapors toward your nose and inhale cautiously. Do not smell a chemical if you have any respiratory ailment.
4. Never pour water into acid; slowly add the acid to the water with constant stirring in a Pyrex beaker or flask, not in a graduated cylinder. **POURING WATER INTO ACID MAY RESULT IN A VIOLENT REACTION!**
5. Never place hot glassware directly onto the lab bench.
6. Never pipet liquids by mouth; use a mechanical or safety pipet bulb.
7. Each student is responsible for cleaning up all spilled chemicals at his/her bench, on the reagent shelves, in the hoods, and in and around the balances. Consult the instructor if uncertain about the method of cleanup.
8. Always return reagents to their proper place in the laboratory immediately after use; never borrow chemicals from another laboratory. Always return the cap to the proper bottle and ensure that it is secured on the bottle. Never return unused chemicals to a reagent bottle. Doing so might result in the contamination of the reagent.
9. Use equipment only for its designed purpose. Consult with your instructor for proper handling procedure.

Stockroom Procedures

1. The stockroom will issue no chemicals or equipment other than those specified for a given experiment or stocked in the original student locker without a written request from the instructor. All requests for additional unknowns or limiting reagents must be accompanied by the written permission of the instructor.
2. **FAILURE TO CHECK OUT** of the laboratory on or before the last scheduled laboratory period will result in a \$10.00 penalty fee. Students who drop the course are responsible for checking out of the laboratory within one week of the time the course is dropped.