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 extinguishers, safety shower, eye wash and other laboratory safety equipment available.

1. Before beginning work in the laboratory, you must be familiar with the procedure that you will be following, hazardous chemicals, other safety precautions, and any changes that the instructor may note. Therefore, you must prepare as much of your laboratory notebook as you can in advance (viz. items 1 - 7 on page 2 of the Chemistry 334L laboratory manual).

2. You must wear approved safety goggles at all times when in the laboratory. Hair and easily combustible clothing must be confined at all times, also.

3. The use of contact lenses is not allowed in the laboratory.

4. Do not smoke, eat or drink in the laboratory.

5. No unauthorized experiments may be performed. Violators will be subject to severe disciplinary action.

6. Report any unexpected events to the instructor.

7. In case of an accident the laboratory instructor should be summoned immediately.
   a. If you receive a chemical burn, immediately flood the area with cold water while another student summons the instructor.
   b. Treatment for injuries may be obtained from the Student Health Center.

8. Wash your hands carefully before leaving the laboratory.
9. Conduct of experiments:

a. 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.

b. When heating or carrying out reactions in a test tube, never point the mouth of the tube at your neighbor or yourself.

c. Never taste or smell a chemical unless instructed to do so.

d. If smelling a chemical, fan vapors toward your face and inhale cautiously.

e. Never pour water into concentrated acid. Slowly add the acid to the water with constant stirring in a Pyrex beaker or flask, not in a graduated cylinder.

f. Never pipet liquids by mouth. Use a suction bulb and pipet.

g. All experiments will be performed in a ventilation hood.

h. Unless instructed otherwise, flammable solvents must be heated, distilled or evaporated with a sand or water bath, **not over or near an open flame**. Flammable solvents should be contained in flasks rather than in open beakers.

i. Each student is responsible for cleaning up all spilled chemicals at her/his desk, in her/his hood, in the reagent and waste hoods, and around the balances. Consult the instructor if uncertain about the method of cleanup.

j. No chemicals should be disposed of in the sink unless instructed to do so. If chemicals are disposed of in the sink, they should be washed down with ample water for several minutes. Materials such as broken glass and waste chemicals should be placed in appropriately labeled receptacles in the waste hood.

k. Never dispose of sodium metal in the sinks! Consult the instructor for the proper method of disposal.