Laboratory Policies: Safety is a high priority when working in the laboratory; therefore the following regulations should be employed at all times. This policy was established to meet with the national guidelines for working in a laboratory.

- Students are required to purchase splash-proof safety glasses or goggles for their personal use in the laboratory. These may be obtained in the bookstore or elsewhere (The Home Depot, Lowe’s, etc.) Safety glasses/goggles are to be worn at all times, not just when the experiment is in progress. Approved safety glasses must be impact resistant and have side shields; regular glasses and sun glasses do not provide sufficient protection and are unacceptable in the laboratory. Cleaning of safety glasses should only be done with soap and water; never with organic solvents. Failure to bring (and wear) safety glasses/goggles for eye protection, will results in removal from the laboratory for that day.

- Contact lenses should NOT be worn in the laboratory. Chemical vapors may penetrate the material and cause the lens to adhere to one’s eye.

- Often the experiments performed in the laboratory will involve chemicals that can penetrate and ruin clothes; therefore, students must employ the following guidelines for lab attire:

  - Shoes must completely cover the top of the foot and be worn with a sock. Sandals, flip flops, clogs and ballet shoes are not permitted.
  - Hair must be tied back for both male and female students.
  - Students must wear pants that cover the entire leg, ending at the top of the shoes. Shorts, cropped/capri pants, or pants that end at the ankle will not be permitted. Tight fitting clothes, such as women’s tights or exercise pants, can also accelerate chemical transfer to the skin and will not be permitted. Skirts/dresses must also be full length and comply with the same rules as pants. Students will not be permitted to pull their pants down so that they are the proper length.
  - Tops must cover the shoulders (short sleeves are permitted, but must be longer than a “cap” sleeve) and must reach the top of the pants. Low-cut shirts are not permitted.
  - Students may purchase and bring their own lab coats. They may also leave clothes for proper dress in their drawers, space permitting.

- Students should know the location of the essential items of safety equipment in the laboratory:
  - exits, fire extinguisher, safety shower, eye wash station.

- There is no food (opened or unopened) or drink permitted in the laboratory. Chewing gum is not permitted in the laboratory as it can easily be contaminated with chemical vapors.

- No smoking or chewing tobacco is permitted in the laboratory.

- Treat all chemicals as if they are toxic and hazardous; therefore, chemicals should be discarded in the proper waste containers as directed by your Instructor and/or teaching assistant. Always check the label of the waste container to ensure you are disposing of chemical waste properly. NEVER pour solutions down the sink without prior permission.

- Students should wash their hands and safety glasses/goggles before leaving the laboratory to remove any residual chemicals.

- Chemical spills should be IMMEDIATELY reported to the Instructor and/or teaching assistant. The spill should then be cleaned up in accordance with the protocols listed on Material Safety Data Sheet.

- Students are not permitted to sit or lean on the laboratory benches. Chemicals may be present, though not seen with the naked eye, from previous experiments that could be harmful.
• Students should not taste or smell chemical unless authorized to do so by the laboratory Instructor or teaching assistant. If you are instructed to smell a chemical, fan the vapors (or waft) toward your nose and sniff gently.

• Horseplay and/or childish behavior are not permitted in the laboratory; such behavior may result in expulsion from the laboratory for that day.

• Students should never perform any unauthorized experiments; such behavior may result in expulsion.

• Chemicals, equipment, and/or materials used within the laboratory should never be removed from the laboratory.

• Be careful with the glassware in the laboratory. Never use cracked or broken glassware. Any glass or ceramic equipment/material that breaks should be handled by the Instructor and/or teaching assistant ONLY and disposed of properly in the special “glass only” container located in each laboratory.

• When using a flame, make certain that no flammable materials (including hair) are nearby. When heating a test tube, never point that tube in the direction of another person or look directly into it. The contents can boil rapidly and “bump” (spray) out of the tube.

• Students should try to take only the amount needed from reagent bottles located on the carts and/or in the hoods, using an appropriate size beaker and funnel. Never pour chemicals from stock reagent bottles directly into graduated cylinders, test tubes, etc. Surplus reagents MUST be placed in the appropriate waste container; NEVER pour unused or excess reagents back into their original stock containers – this can contaminate the entire supply!

• Cleanliness and Safety are extremely important in the laboratory and are therefore related. Students should keep their work area clean and orderly during experiments. Before leaving the laboratory, students should wipe down their work area with soap and water. Students should also keep common areas (including but not limited to balances, chemical cart, etc) clean. To this end, students should ALWAYS leave the balance clean (NEVER leave chemical spills on the balance or surrounding area; ask the Instructor and/or teaching assistant for help in cleaning the balances as they are sensitive instruments that require care), replace lids on all reagent bottles after using them, return reagent bottles to the cart and/or hood – NEVER place them on the heaters in the laboratory as this could cause an undesirable chemical reaction, and dispose of used plastic pipets in the trash.

• Accidents should be reported to the instructor and/or teaching assistant IMMEDIATELY.

• Access to the stockroom is available only to student/teaching assistants, and faculty/staff with proper authority. Any student found in the stockroom will be subject to expulsion from the laboratory for that day.

I have read and understand the above policies/rules. By providing my signature below, I hereby agree to abide by all of the above listed safety policies/rules.

Signature:_________________________________________ Date:____________________

Printed Name:________________________________________