

**Department of Chemistry
Laboratory Safety and Procedural Rules**

1. Do not engage in horseplay in the lab at any time. It will not be tolerated for any reason.
2. Do not perform any lab work without your instructor present including: working on experiments, using lab glassware, reagents or chemicals. You may work on lab reports, model or graphing lab or study in the lab without the instructor's presence.
3. In order to make up an experiment you must first obtain the approval of your instructor. You must then obtain the permission of the instructor in whose lab you wish to work. Finally, you must inform the stockroom technicians.
4. You must wear approved eye protection at all times when anyone is doing lab work. You must wear closed toe shoes (not sandals) to protect your feet against broken glass and spilled reagents. We recommend that you wear a lab apron or old clothing.
5. In case of injury, fire, or other mishap, inform the instructor at once. If the instructor is not in the immediate area inform the chemistry technician in the stockroom.
6. NEVER put anything in your mouth while in the lab. You are not allowed to eat, drink or smoke in the lab. Please keep all food and drink out of the lab.
7. Use a fume hood to avoid prolonged contact with noxious vapors or poisonous gases.
8. Immediately use water to rinse off corrosive chemicals from your skin or eyes. Notify an instructor. Wash your hands before leaving the lab for the day. Some chemicals can be readily absorbed through the skin.
9. Use a lubricant such as glycerin to insert glass tubing or a thermometer into a rubber stopper. Hold the piece of glass which is being inserted or removed close to the end with a paper towel.
10. Clean up spills and breakage immediately. Neutralize acids or base spills with sodium bicarbonate before washing down the area with water.
11. Familiarize yourself with the safety equipment in the lab, including the first aid kit, fire extinguisher, the safety shower, and the eye wash station.
12. When heating the contents of a test tube, point the open end of the tube away from everyone. A vapor pocket may form beneath the surface of the contents and cause their ejection (bumping).
13. Dispose of insoluble waste in the waste basket, not in the sink. Broken glass is to be disposed in the broken glass receptacle.
14. Be sure to read the labels on all chemical reagent containers before using their contents. Using an improper reagent for an experiment can lead to a serious accident.
15. Do not take chemical reagent containers to your work bench. Leave them at their initial location. Do not use any of your lab equipment to dispense chemicals for an experiment. The instructor will demonstrate the proper method for dispensing chemicals.
16. Chemicals are expensive, transfer out only what you will need for the experiment. NEVER return used or excess chemicals to their original containers to prevent contamination.
17. At the conclusion of your lab period thoroughly clean up your work area. Make sure that the gas to the bunsen burner is shut off. NEVER remove chemicals or equipment from the laboratory.

Student signature _____

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