

General Laboratory Procedures and Conduct

A diagram of microscale equipment is posted on the Chem 12 website.

The following procedures for laboratory safety and practices must be followed by everyone (instructors, students, and staff) using the chemistry laboratory. Disregard of these procedures will result in disciplinary action.

1. Protective goggles or safety glasses with side shields must be worn when performing or observing an experiment or when in the vicinity of others performing experiments.
2. Learn the primary, secondary and handicapped escape routes from the laboratory.
3. Learn the locations of the fire extinguishers, shower, eyewash stations, fire blankets, and hoods.
4. Never perform unauthorized experiments.
5. Eating, drinking, and smoking in the laboratory are forbidden. Do not bring food or drink into the laboratory.
6. Become familiar with the use and operation of laboratory equipment and instruments. A diagram of laboratory equipment is shown below.
7. Never taste a chemical.
8. If instructed to smell a chemical, do so by gently fanning the vapors toward your nose.
9. Never point a test tube that is being heated toward yourself or others.
10. Never pipet by mouth. Pipet filler bulbs are available and their use will be demonstrated when appropriate.
11. Read chemical labels carefully. Be sure that you are using the chemical required.
12. Never return unused chemicals to the stock bottles to avoid contamination.
13. Never discard solid residues or paper into the sinks.
14. Footwear should cover the feet completely. No open-toe shoes. Clothing should cover the body to the knees. Long pants are preferred. Long hair and loose clothing should be secured.
15. When diluting acid, ALWAYS add the acid to the water.
16. When the experiment is completed, wipe the laboratory table; clean and dry equipment; compare the equipment and chemicals in the tray with the check list; when complete, return the tray to the stockroom. Return all ring stands, hot plates, Bunsen burners, etc. to their proper places.

Accidents

1. Clean up all spills immediately.
2. If a thermometer breaks, do not touch the mercury. Notify lab staff immediately.
3. In case of contact with a chemical, wash the affected area immediately and thoroughly with water. Notify lab staff.
4. In case of an injury, no matter how minor, notify lab staff.

Lab Policies

1. Safety glasses or goggles are required in lab. Prescription glasses are an adequate substitute for safety glasses/goggles. For students who wear contact lenses, you will need to wear safety glasses/goggles over your contact lenses. Try to be aware of your safety as well as the safety of others in lab.
2. FAILURE TO CHECK-IN YOUR LOCKER, whether you drop the course or complete it, results in a \$25 LAB FEE plus a charge for any broken or missing equipment.
3. All labs must be performed to pass this course.
4. Late lab assignments will be penalized 5% per calendar day.
5. The chemistry lab has 12 computers.
 - a. You cannot store your lab data and results on the hard drive of a computer you are using. Please bring a floppy disk or flash/thumb drive to store lab files.
 - b. Each computer is connected to a network printer. You will need to supply your own printer paper. You and your lab partner are asked to donate one ream of paper to lab (you and your lab partner can share the cost of paper) for your use and other student's to use.
 - c. These computers are connected to the internet so you can look up scientific information. Please do not download images, files, or software onto these computers.

Laboratory Safety Agreement

I have carefully read the instructions on good laboratory safety practices and procedures. I understand the importance of good safety practices for my own welfare and of all people in the laboratory and I, therefore, pledge to follow the safety regulations of the college.

Date: _____

Signature: _____

Drawer Number: _____

Print Name: _____