

Chemistry Department Safety Rules

- 1) Wear approved goggles at ALL TIMES in the laboratory. Do not open the goggle vents.
- 2) Do not perform unauthorized experiments. Only your laboratory instructor may authorize special experiments.
- 3) Wash any spilled chemicals off your person with water as quickly as possible.
- 4) Do not touch any chemicals without receiving specific instructions to do so from your instructor.
- 5) Do not taste any chemicals.
- 6) Smell chemicals only when directed and then with caution.
- 7) Insure that any heated glass or metal equipment has cooled adequately before handling.
- 8) Use caution in handling all glassware. If a cut occurs, rinse the wound with cold running water until you are sure there are no small pieces of glass in the cut.
- 9) Before you plug in electrical equipment, make sure that the cords are not damaged. Keep cords away from all hot surfaces.
- 10) Know your laboratory's location for the fire extinguisher, eye bath, and shower.
- 11) Wear closed-toe shoes and appropriate clothing that covers the student from neck to knees.
- 12) Keep long hair tied back at all times.
- 13) Consult the lab procedure for handling waste chemicals.
- 14) You are responsible for cleaning the equipment you use as well as your lab workstation.
- 15) Report any personal injury, no matter how slight, to your laboratory instructor.
- 16) Always read your laboratory exercise completely prior to actual lab time. Be aware that an unprepared worker is an unsafe worker.
- 17) Upon request, we can provide a list of chemicals used for the semester, as well as the MSDS reports.

CHM Department Policies

- 1) All students who miss the first lab meeting will be **dropped** from the roster.
- 2) All lab students must complete their safety training **before** performing any experiments.
- 3) You are expected to **be on time** for lab. You will not be allowed to work in lab if you miss any part of the vital safety information and/or demonstrations of techniques.
- 4) Student lab **grades will be reduced** by 10% each for (a) not having a copy of the lab procedure (b) for inappropriate shoes (c) for inappropriate clothing.
- 5) Students will not be allowed to perform the lab without **approved** goggles. These students must make-up the lab. It is the student's responsibility to arrange a make-up lab at another time. A locked drawer will be provided for each lab session to store goggles for the semester.
- 6) **Lab make-up** is at the discretion of the instructor and depends on available space. Make-up is allowed during regularly scheduled lab sections and only during the days that it shows on your schedule. The lab schedule is posted on the chemistry web site. No more than **two labs** may be made up. The make-up form needs to be filled out and attached to the lab report.
- 7) If you **miss more than 2 labs (excused or unexcused)**: before Oct. 30th you will receive a grade of **W**; after Oct 30th you will receive a grade of **F** (by default) or **W** (by request).
- 8) Students who **withdraw from the lecture** within the first 10 weeks must also withdraw from the lab.
- 9) If you do not turn in the lab report before you leave, obtain the **instructor's initials on your data** sheet before leaving the lab.
- 10) Students must always turn in **individual lab reports** even when working in pairs on a lab procedure. Your report should be in your own words and not copied from your lab partner.
- 11) During the semester you will be charged if you break any of the **special equipment**. Your instructor will inform you of the replacement costs and the procedure to follow for payment.