

### 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 (including shoulders) to below the knees. Jeans with any holes from the knee up are not allowed.
- 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. If your work area is found messy after you/your group leaves, points may be deducted from your lab report for that lab period.
- 15) You must wash your hands with soap and water and wipe your lab bench down with a damp paper towel after every lab.
- 16) Report any personal injury, no matter how slight, to your laboratory instructor.
- 17) Always read your laboratory exercise completely prior to actual lab time. Be aware that an unprepared worker is an unsafe worker.
- 18) Upon request, we can provide a list of chemicals used for the semester, as well as the MSDS reports.
- 19) No food or drinks are allowed in the laboratory room at any time.

### Chemistry 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. Students who do not show up on time, miss any part of the safety discussion for an experiment, or are rude, disrespectful or disrupting to the instructor or other students may be removed from the lab at the instructor's discretion.
- 4) Student lab **grades will be reduced** by 10% for not having a paper copy of the lab report sheet.
- 5) Students will not be allowed to perform the lab without **approved** goggles, closed-toe shoes, and without clothing that covers the student from neck (including shoulders) to below the knees. 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. Note: If your lab has only one section or is at the end of the lab week, you may not be able to make up lab. A make-up form needs to be completed and signed by the make-up lab instructor in order to receive credit for completing the lab make-up. Your previous lab report is still due during your normally scheduled lab period. Making up a lab later in the week does not change the original due date of your lab report. It is the student's responsibility to turn their lab report in to their own instructor on time or late points may be deducted from their lab report grade.
- 7) If you **miss more than 2 labs**, without making them up, you will receive a Y or W depending on the drop deadline and last date of attendance.
- 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. If any part of the report is copied it may result in a zero for the report and/or F for the course.
- 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.
- 12) Arizona Statute ARS15-151 specifies that every student, teacher, and visitor in public and private schools, community colleges, and universities shall wear appropriate eye protective wear while participating in or when observing vocation, technical, industrial arts, art or laboratory science activities involving exposure to: molten metal or other molten materials, cutting, shaping and grinding of materials, heat treatment, tempering or kiln firing of any metal or other materials, welding fabrication processes, explosive materials, caustic solutions, radioactive materials.