

Purpose: To ensure that all enrolled School of Science students undergo a safe lab experience.

The policies for students enrolled in the Science Laboratories are:

1. Students are not allowed to remain in the lab without the professor.
2. Follow all verbal and/or written instructions from your instructor. If you do not understand a direction or part of a procedure, ask the instructor before proceeding.
3. If you do not understand how to use a piece of equipment, ask the instructor for help.
4. Safety glasses are required for the chemistry classes. Those not wearing safety glasses will be excluded from class. Sunglasses are not acceptable substitutes.
5. Never eat, drink, apply makeup, or smoke in the lab.
6. Keep hands away from face, eyes, mouth and body while using chemicals, biohazardous materials and preserved specimens.
7. Perform only authorized experiments. Students doing unauthorized experiments will be subject to immediate expulsion from the laboratory and possibly from the lab course.
8. Read the chemical bottles carefully and check twice before removing any of its content. Be sure you are using the correct reagent, the correct amount and the correct concentration. Take only as much chemical as you need.
9. Be alert and proceed with caution at all times in the laboratory. Notify the instructor immediately of any unsafe conditions you observe. This holds for all glass cuts, burns, or chemicals spilled on clothing, as well as for serious accidents.
10. Know the location and correct operation of the safety shower, eye wash fountain, fire blanket and fire extinguishers.
11. Do not look directly into test tubes or point them at anyone. When heating a test tube, point away from yourself and others.
12. Do not taste anything.
13. All chemicals in the laboratory are to be considered dangerous. Do not touch, taste, or smell any chemicals unless specifically instructed to do so. The proper technique for smelling chemicals fumes will be demonstrated to you.
14. It is required that you wear a lab coat to prevent damage to clothing; this coat should be buttoned down at all times. You must wear closed toe shoes. No open toe shoes or sling back shoes are allowed. You must be clothed from shoulder to ankles.
15. Long hair, dangling jewelry and loose or baggy clothing must be secured.
16. Gloves must be worn for all procedures that might involve direct skin contact with toxins, blood, infectious materials, or infected animals. Rings or hand jewelry which would interfere with glove functioning should be removed.

17. When using knives or sharp instruments, always carry with tips and points pointing down and away. Always cut away from your body. Never try to catch falling sharp instruments. Grasp sharp instruments only by the handles.
18. Examine glassware before each use. Never use chipped or cracked glassware. Never use dirty glassware.
19. Never handle broken glass with your bare hands. Use a brush and dustpan to clean up broken glass. Place broken or waste glassware in the designated glass disposal container
20. When removing an electrical plug from its socket, grasp the plug, not the electrical cord. Hands must be completely dry before touching an electrical switch, plug or outlet.
21. Report damaged electrical equipment immediately. Look for things such as frayed cords, exposed wires and loose connections. Do not use damaged electrical equipment.
22. Students should perform their experiments at a safe distance from laboratory equipment such as microscopes and computers (to prevent spills and/or reactions from damaging machines).
23. Exercise extreme caution when using a gas burner. Take care that hair, clothing and hands are a safe distance from the flame at all times. Do not put any substance into the flames unless specifically instructed to do so. Never reach over an exposed flame.
24. You will be instructed in the proper method of heating and boiling liquids in test tubes. Do not point the open end of a test tube being heated at yourself or anyone else.
25. Never look into a container that is being heated.
26. Heated metals and glass remain very hot for a long time. They should be set aside to cool and picked up with caution. Use tongs or heat-protective gloves if necessary.
27. Always allow plenty of time for hot apparatus to cool before touching it.
28. When bending glass, allow time for the glass to cool before further handling. Hot and cold glass has the same visual appearance. Determine if an object is hot by bringing the back of your hand close to it prior to grasping it.
29. Keep aisles clear. Push your chair under the desk when not in use. Keep all drawers closed when not in actual use.
30. Do not leave unnecessary objects (books, clothing) on the laboratory bench while working in the laboratory.
31. Do not sit on the laboratory bench.
32. Work alone and independently unless otherwise directed. Horse playing, practical jokes and pranks are dangerous and are prohibited.
33. No visitors are allowed in the laboratories.
34. Reagent bottles from the front or sides of the laboratory or from under the hoods are not to be taken to your laboratory seat. Bring your own container (beaker, graduated cylinder) to the reagent bottle and obtain the amount needed.
35. When taking a reagent from a bottle, use only the scoop or dropper provided or pour directly from the bottle. Do not place the scoop or dropper from one bottle into another. Rinse the outside of the bottle if any reagent has been spilled on it.

REMEMBER: Contamination of even one reagent due to your carelessness could lead to erroneous results for others and yourself.

36. Try to take only the amount required. If you take more than is necessary, dispose of it in the proper waste container.
NEVER RETURN UNUSED REAGENTS TO THE ORIGINAL BOTTLE!
 37. All aqueous solutions may be discarded by pouring into the sink. Concentrated solutions of acids or bases or of materials with annoying odors, such ammonia should be poured directly down the drain in the hood and flushed with plenty of water. Solids readily dissolved in water may be treated similarly.
 38. Liquids, which are insoluble in water, are to be discarded in the solid waste containers provided. DO NOT throw these in the sink. Insoluble solid materials (pieces of metals, matches, paper) are to be discarded in the wastebasket. If you are unsure of the proper place for disposal, ask the instructor.
 39. DO NOT place any chemical directly on the balance pan. Use weighing cups or watch glasses. Be sure to clean up any spilled chemicals.
 40. Work areas should be kept clean and tidy at all times. You are responsible for cleaning your own equipment and laboratory place and will be grade accordingly. In addition, certain students will be designated each week to check on the condition of the laboratory.
 41. In general, lab materials, lab chairs and equipment should be returned to their proper storage location. Bring only your laboratory instructions, worksheets and/or reports to the work area. Other materials (books, purses, backpacks, etc.) should be stored in a safe place
 42. All gloves (used and unused) must go into the designated container.
 43. Never remove chemicals or other materials from the laboratory area
 44. Wash your hands before leaving the laboratory.
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Name _____ Student ID _____

- I have read the list of policies presented above
- I acknowledge understanding and have asked questions to attain comprehension of policies I do not understand.
- I promise to follow the policies as presented and will face any penalties posed on me by the administration as stated in the Student policies and procedures handbook.