

LABORATORY ETIQUETTE AND SAFETY RULES

1. Read the entire experiment before coming to the laboratory session. The pre-laboratory questions are designed to familiarize you with the material necessary to understand the experiment. These questions are to be answered before you come to the first lab session for a given experiment and handed to your lab instructor before the pre-lab lecture.

ONLINE LAB: Worksheets are to be completed during the lab period and submitted by 12:00PM.

2. You may only work in the laboratory during scheduled periods. Students must be supervised at all times. Do not unlock your lab drawer until your lab instructor is present.

ONLINE LAB: Students must be online via Zoom or Zoom breakout rooms during all labs. After the lab is done students must check in with their group manager.

3. No horseplay or practical jokes in the lab. Unauthorized experiments or deviations from the lab procedure are forbidden.
4. Keep your desk and workspace neat and clean. Solids are disposed of in the waste basket at the end of your bench, NOT IN THE SINK. Pour liquids into the sink followed by running water. At the end of each lab period, clean, dry and put away all equipment. Wash and dry the lab bench top.

ONLINE LAB: Keep your counter clean and free of any clutter. Food preparation during lab periods is prohibited.

5. Record your lab data and observations directly into your lab manual. Do not use scratch paper or other pages.

ONLINE LAB: Record your data and observation into your word or google doc.

6. Experiments are to be done individually.
7. You are expected to be on time to pre-lab and lab and stay until the end of the lab session. If you leave lab early for any reason, be sure that your lab instructor initials your data sheet.

ONLINE LAB: If you have to leave the lab early make sure to notify your instructor via email.

8. Any accidents, injuries, corrosive spills or other irregularities must be immediately reported to your instructor. Observe all safety rules.

9. Books, backpacks, coats, and purses must be stored in the shelves during the lab. Only your lab manual, textbook and calculator are to taken to your workspace.
10. The chemicals and special equipment for each experiment will be available on a cart in your lab. **DO NOT TAKE THE CHEMICAL STOCK BOTTLES TO YOUR WORK SPACE.** Bring your clean, dry containers to the cart to obtain just enough of the chemical for your experiment. Replace all lids on stock bottles, even if the person behind you wants the same chemical.

ONLINE LAB: Students must prepare all the equipment and chemicals before lab.

11. If you take more chemical than you need, **DO NOT RETURN IT TO OUR STOCK BOTTLES; IT WOULD BE CONTAMINATED.** Share any excess with another student.
12. Read all labels twice. Once to determine the name, again to confirm the concentration. Serious accidents can happen if the wrong chemical or wrong concentration is used.
13. Be very careful not to mix lids or stoppers; this can lead to contamination.
14. Never taste a chemical in lab. If instructed to describe an odor, be sure to gently fan the vapors toward your nose.
15. When heating in a test tube, do not point it toward yourself or another student.
16. Always pour acid into water slowly while stirring. **NEVER** pour water into acid.
17. If an experiment evolves noxious or poisonous gases, be sure to conduct them in the fume hood.
18. Never use acetone, ether or other flammable chemicals near open flames.
19. Never leave spilled chemicals or water anywhere in the lab. Paper towels and mops are available to clean up your spills. **WE DO NOT HAVE MAID SERVICE.**

ONLINE LAB: Make sure you have paper towels available during the lab.

20. Never pipet liquids by mouth. Use a pipet bulb.
21. Do not bring any food or drink into the lab. No eating or drinking in the lab for your protection.
22. Do not sit on the lab benches.

23. Safety glasses must be worn on your eyes the entire time you are in the lab. You must keep them on if you remain in lab after you have finished your experiment.
24. Wear comfortable clothes and shoes. Tie loose hair back.
25. Use a fire extinguisher to put out paper fires. If your clothing catches on fire, use the fire blanket. Use the shower if you spill corrosive material on large parts of your body. Use the eye wash if any chemical gets in your eyes.
26. Locate the following safety equipment in your lab and memorize their locations: fire extinguisher, fire blanket, eye wash, shower, fire alarm, and fume hood.
27. Acid spills are neutralized with sodium bicarbonate. Base spills are neutralized with dilute acetic acid.
28. Be sure to take advantage of the full precision of your laboratory devices. These devices can be read to the following number of decimal places:

<u>Device</u>	<u>Decimal places</u>
Buret	2
10 mL & 25 mL graduated cylinder	2
50 mL & 100 mL graduated cylinder	1
Meterstick (cm)	2
Vernier Caliper (cm)	3
Thermometer	1
Balance	all displayed digits

Signature

Name

Date