

CHEMISTRY DEPARTMENT LABORATORY RULES

Effective January 2015



EYE PROTECTION: ANSI approved protective eyewear must be worn over the eyes *at all times* in the laboratory, whether you wear prescription glasses or not. Contact lenses should not be worn in the lab because of an increased chemical exposure risk into the eye, or in worst case events, permanent fusion. As it is difficult to determine whether someone is wearing contact lenses or not, it is the responsibility of each student -to make sure this rule is obeyed.

HAND PROTECTION: Not one glove protects you from all potential hazards. Latex-free gloves are available in the lab and you are encouraged to use them. When conducting certain experiments, your instructor may require that you wear gloves. No glove should be worn for more than 2 hours without being replaced. Never re-use gloves; always properly dispose of gloves after use. Always remove your gloves when you leave the lab or before you touch a door knob, computer, telephone, or personal item.

FOOTWEAR: Shoes must be worn at all times during the laboratory. Your feet must be adequately covered; therefore sandals and open-toed shoes are not acceptable.

CLOTHING: Your clothing must cover your body from ankle to shoulder, with no exposed skin, and you must wear a short or long sleeved shirt. Shorts, skirts, halters, tank tops, and exposed midriffs are prohibited. Wearing a lab coat is required and wearing socks is recommended.

HAIR: If your hair is long enough to interfere in the experiment, it must be tied back.

SMOKING: Smoking in or near the laboratories is prohibited at all times.

FOOD: Eating, drinking, and chewing gum are prohibited in the laboratories at all times. Food and drink should not be brought into the laboratories.

OPEN FLAMES: Open flames of any type (burners, lighters, matches, etc.) are prohibited in the laboratory, unless specific permission is granted by the instructor.

SCHEDULE: Students will work only during their scheduled laboratory periods and never alone or unsupervised.

EMERGENCY EQUIPMENT: Know the location and use of all safety equipment (eyewash fountain, safety shower, fire extinguishers, first aid kit, and emergency-stop devices).

EVACUATION ROUTES: Know all evacuation routes from your laboratory, including the primary emergency exits.

ACCIDENTS: All accidents, even minor ones, must be reported to the instructor immediately.

CHEMICALS:

- Never taste or smell any laboratory chemicals.
- Never pipet with your mouth.
- Never handle or pour laboratory chemicals directly on your hands or body; however, if you do, immediately flush liberally with water and ask for further instructions from your instructor.
- Use laboratory chemicals or conduct experiments that generate harmful vapors only in the fume hood.

REAGENTS: Return reagents and chemical bottles to their proper places after using. Never place anything into a reagent bottle; pour the reagent out of the bottle or use the dispensing device provided. Never pour anything back into a reagent bottle. Label all secondary containers with the contents and the date filled.

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WASTE DISPOSAL: Excess and used materials should be discarded as noted by your instructor, often in specific waste containers. When in doubt, check with your instructor.

WORK SPACE: Keep your working space neat at all times and clean up this area when you leave for the day.

BEHAVIOR: Unsafe behavior is not permitted in the lab at any time.

PERSONAL ELECTRONIC DEVICES: Use of these is prohibited during laboratory experiments, except as allowed by your instructor.

SAFETY INSTRUCTIONS AND INFORMATION: Consult laboratory manuals, Safety Data Sheets (SDS) and safety posters in the labs for explanation of the safety rules. One resource for information is the UT Chemical Safety web page, <http://utweb.ut.edu/ehs/>. It includes links to SDS and UT's Chemical Hygiene Plan.

PREGNANCY: Because of the inherent chemical hazards present in a lab, if you are or may be pregnant, or are planning to become pregnant during this course, it is your responsibility to advise your instructor and the Chemical Hygiene & Biological Safety Officer [CHBO], Dr. Stephen Kucera. The instructor and CHBO will determine whether reasonable accommodations are possible in the lab which can be made to protect the fetus. Every effort will be made to keep this information confidential.

By signing below, I acknowledge that:

- My instructor has discussed these rules and that I have read and understand these rules, as well as the safety instructions in the laboratory manual.
- I understand that if I violate any of these rules, I do so at my own risk.
- I understand that I must conduct myself in a manner that is appropriate for a lab in order to maintain my personal safety, as well as the safety of all other persons in the lab.
- I also understand that if I fail to comply with these rules, at the sole discretion of the instructor, I may be expelled from the laboratory for the laboratory period and receive a grade of zero on the experiment that was being conducted. A lab from which you are expelled cannot be made up.

Student Name _____

Student ID No. _____