GENERAL LABORATORY SAFETY AND ORDERLINESS RULES

DO . . . .

1. **UNDERSTAND** what you are to do before you do it. Ask your instructor to **CLARIFY** any instructions that you do not understand.

2. **LEAVE ALL PERSONAL BELONGINGS** (books, coats, etc.) not necessary to perform your laboratory work in the areas provided for them (DO NOT PUT ANYTHING ON THE FLOOR IN THE WORK AREA OF THE LABORATORY).

3. **WEAR EYE PROTECTION** (goggles) at all times in the laboratory when anyone is working in the laboratory. (Goggles are available at the College Bookstore.)

4. **WEAR CLOSED-TOE SHOES** of leather or other similar material. (NO SANDALS, FLIP-FLOPS, CANVAS OR CLOTH SHOES, ETC.)

5. **WEAR A LABORATORY COAT** or **APRON** while working in the laboratory. (Aprons are available at the College Bookstore).

6. Note the **LOCATIONS** of fire extinguishers, emergency showers, eyewashes, blankets and exits.

7. **IMMEDIATELY REPORT ALL ACCIDENTS** (burns, cuts, large spills, etc.) to your instructor.

8. **IMMEDIATELY FLOOD** your **EYES**, **SKIN** and/or **CLOTHING** with copious amounts of water if they come in contact with caustic or corrosive substances. (DO NOT use sodium bicarbonate to neutralize chemicals on your skin or in your eyes).

9. **IMMEDIATELY SWEEP UP** broken glass. (Get a broom or brush and a dust pan from the storeroom.)

10. **IMMEDIATELY CLEAN UP** small spills of reagents and drips on reagent bottles with a wet sponge. (Then rinse the sponge with tap water.) This also includes balances and the areas around them.

11. **PLACE CHEMICAL WASTES AND BROKEN GLASS ONLY** in the containers designated for them. (Never place solid waste, broken glass and/or paper in the sink.) Always put any kind of waste only in the designated container or area for it.

12. **CLEAN UP YOUR WORK AREA AND SINK BEFORE YOU LEAVE THE LABORATORY AT THE END OF EACH LABORATORY PERIOD.**
DO NOT . . . .

1. **ENGAGE IN HORSEPLAY, PRANKS** or other acts of mischief (**LABORATORIES ARE DANGEROUS PLACES**).

2. **BRING FOOD** and/or **DRINKS** into any laboratory or **TASTE ANYTHING** in the laboratory.

3. **USE MOUTH SUCTION** to fill pipettes. (Use pipette-filler bulbs.)

4. **ALWAYS ADD ACID** carefully and slowly to the water while stirring.

5. **FORCE GLASS TUBING** (including thermometers) into stoppers or rubber tubing. Moisten the glass with **GLYCEROL** or **WATER**. Then, while protecting your hand with a towel, gently push the glass into the stopper or tubing with a rotary motion.

6. **PERFORM ANY UNAUTHORIZED EXPERIMENTS.** (What you DO NOT KNOW CAN HURT YOU and other in the laboratory.)

7. **WORK IN THE LABORATORY UNLESS YOUR LABORATORY INSTRUCTOR IS PRESENT.**

8. **EVER PUT ANYTHING, EITHER SOLID OR LIQUID BACK INTO A REAGENT CONTAINER.** (Reference pH buffer standards are rare exceptions to this rule.)

9. **TAKE REAGENT CONTAINERS FROM THE SHELVES OR TRAYS TO YOUR LABORATORY WORK TABLE.** (Use clean, dry test tubes or beakers to carry liquids; and use clean, dry beakers, watch glasses, or weighing paper to carry solids to your work area.)

10. **EVER LAY DOWN THE TOP** of a reagent bottle. (Hold it between your fingers while pouring the reagent.)

11. **EVER DIRECTLY SMELL ODORS** from a container. (Wave your hand above the container toward your nose; when using reagents labeled “HOOD USE ONLY” do your work with them under the hood.)

12. **WORK IN THE LABORATORY WITH LOOSE LONG HAIR.** This is extremely dangerous when working around Bunsen burners, hot plates, centrifuges, etc. (Tie it back, wear a net, braid it, etc.)