**General Chemistry (CHEM 140) Laboratory Introduction**

1. Introduction of lab instructor/TAs/lab manager.

***Instructor:***

* I am responsible for all aspects of this lab course.
* I decide on all lab activities and relate these directly to the material in class.

***Teaching Assistants (TAs):***

* They have been thru the course and can answer most any *content* questions.
* They have a variety of responsibilities during lab:
  + they can answer question about lab activities,
  + they can assist in getting you lab materials,
  + they will collect all “lab-related” assignments, including lab notebook carbon copies,
  + they will enforce safety practices (mainly safety glasses!!!!)

***Lab Manager:***

* He has setup/prepared the lab materials.
* He can find...just about anything you need if the TA cannot assist!
* He will sometimes assist with the lab activity.

1. How does GenChem lab work?

***General Comments:***

* All lab content is directly related to class lectures (2D).
* Lab introduces you to *“technique” (3D).*
* Although some lab material will be new, this material will be discussed in class shortly.
* Lab content/material will be assessed during lecture exams and *possible a lab practical (TBA)*.

***Procedures:***

* You will be required to keep a ***carbon-copy (CC) lab notebook*** (Lab 1); CCs are ALWAYS turned in at the end of the lab period, no exceptions!
* Lab activities will be handed out in class on Friday.
* Data collected during lab will be analyzed as described in the ***Reporting Sheet***. Data analysis and reporting sheets are due 1-week after the lab period.

***Procedure Summary:***

*Lab handout --> data collection (CC) --> Reporting Sheet (WA)*

*(Friday) (Mon/Tues) (due following Mon/Tues)*

***Lab Absences:***

- If you miss lab on your assigned day (Mon or Tues) then please come to the lab on the other day...plan ahead. There are no make up labs (*sorry, but after Tues lab, setup begins for next lab and none of us have 3 additional hours in our schedule to allocate.*)

1. Lab Safety (see *Lab Safety* handout on reverse) and waste management.

***General notes:***

* Safety glasses are to be worn at all times
* Never throw any lab chemicals/solutions into the drain unless instructed.
* Please sign the lab safety agreement form.

**Monmouth College Chemistry Laboratory Rules**

In order to participate in any Monmouth College chemistry laboratory course you are required to read and understand these laboratory rules. If you agree to follow the rules as stated in this document, please sign and print your name on the “sign-in” sheet.

(1) **Safety glasses** are required in the laboratory at all times. Wearing contact lenses in a chemistry laboratory can be harmful to your eyes. Contact lenses should be replaced by prescription glasses except in rare cases when it is not possible. The wearing of contact lenses in the laboratory is discouraged. If you accidentally get a chemical in your eyes, wash the eye with flowing water from the sink or eye wash fountain for 15-20 minutes, report the incident to the instructor and seek professional medical attention immediately.

(2) In case of fire or accident, notify the instructor or laboratory assistant at once. Note the location of fire extinguishers, fire blankets, safety showers, and eye wash fountains so that you can use them if needed.

(3) Report all types of accidents, chemical spills, cuts, burns, or inhalation of fumes to the lab instructor. Clean up chemical spills immediately. First aid and/or transportation to the hospital emergency room will be arranged.

(4) Long hair must be securely confined when in the laboratory. Be aware that some clothing is especially flammable or subject to chemical attack. Do not sit or place valuables on laboratory benches. Backpacks should be left in the hall.

(5) Eating and drinking in areas where chemicals are present is forbidden. Water bottles and other beverage containers are not allowed in the lab...cubby holes ok.

(6) Gloves are available for those who have a chemical sensitivity.

(7) Cell phones and other personal devices are not to be used in the laboratory.

(8) All chemical and hazardous wastes must be disposed of safely in the proper waste container. Any violation of this rule is a serious safety and environmental concern.

(9) Each lab area should be clean before leaving the lab. This includes balance areas, regent shelves, lab desktops, and your personal glassware/equipment.

(10) Exercise great care in observing odors and perform experiments creating fumes in the ventilated hoods.

(11) Do not take any chemicals, unknowns, or equipment out of the laboratory.

(12) Place any broken glass in the container provided, not in the trash.

(13) Sturdy, closed (not open-toed) shoes are highly recommended in the lab.

(14) When working with electrical equipment, make sure wires are properly insulated; if not please discontinue use and report the problem to the instructor.

(15) Never perform unauthorized experiments.

(16) Never work in the laboratory alone.

(17) I understand that by refusing to follow the above rules I may be asked to leave the lab and my laboratory grade in this course may be affected.