

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, drinking, smoking, gum chewing or application of cosmetics in areas where chemicals are present is forbidden. Water bottles and other beverage containers are not allowed in the lab.
- (6) Remove gloves and wash hands carefully before leaving the laboratory. When wearing gloves, be careful not to contaminate your clothing, pens or pencils, door knobs, drawer handles, balances, etc.
- (7) Cell phones, ipods 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 and will affect your grade.
- (9) Each lab section should be clean before leaving the lab. This includes balance areas, reagent shelves, lab desktops, and your personal glassware/equipment. Failure to keep your lab section clean will affect your grade.
- (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) Do not use mouth suction to fill pipettes; use the suction bulbs provided.
- (13) Do not force glass tubing or thermometers into rubber stoppers. Use a lubricant (glycerine or water) and protect your hands with a towel when inserting tubing into or removing it from a stopper. Place any broken glass in the container provided, not in the trash.
- (14) Sturdy, closed (not open-toed) shoes must be worn in the lab. Sandals, flip-flops and perforated shoes are not permitted.
- (15) When working with electrical equipment, make sure wires are properly insulated; if not please discontinue use and report the problem to the instructor.
- (16) Never perform unauthorized experiments.
- (17) Never work in the laboratory alone.
- (18) 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.