



IMPORTANT GENERAL CHEMISTRY LAB POLICIES AND PROCEDURES

Autumn 2020

THE LABORATORY

Balance Room



WASTE
HOODS

Reagent Cart

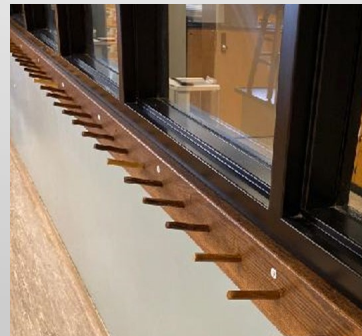
TA BENCH

25TH Student
Hood

SOCIAL DISTANCING

- YOU MUST ALWAYS REMAIN 6 FT APART. THEREFORE ONLY HALF OF THE WORKSTATIONS IN EACH ROW ARE IN USE.
- WORKSTATIONS NUMBERED. THE STATION THAT YOU ARE STANDING AT NOW WILL BE YOURS FOR THE REMAINDER OF THE SEMESTER.
- USE THE COAT HOOK THAT CORRESPONDS WITH YOUR STATION NUMBER TO SPACE OUT PERSONAL ITEMS.
- WHEN ARRIVING FOR FUTURE LAB SESSIONS, STAND OUTSIDE THE LAB ROOM ON THE RED CIRCLE THAT CORRESPONDS TO YOUR LAB ROOM # AND ASSIGNED STATION NUMBER

Balance	X	X	X	Balance	X
X		X		X	
	X		X		X
X		X		X	



ENTERING/EXITING LAB

- THE LABORATORY HAS TWO DOORS. ONE HAS BEEN DESIGNATED AS AN ENTRANCE, THE OTHER AS AN EXIT
- UPON ENTERING LAB, YOU WILL SANITIZE YOUR HANDS AND OBTAIN A DISPOSABLE FACE MASK
- SIGNAGE MAY ONLY BE DISREGARDED IN AN EMERGENCY

Enter Laboratory
Through This Door

Goggles, Face Covering, and Lab Coat Must Be On Before
Entering the Laboratory



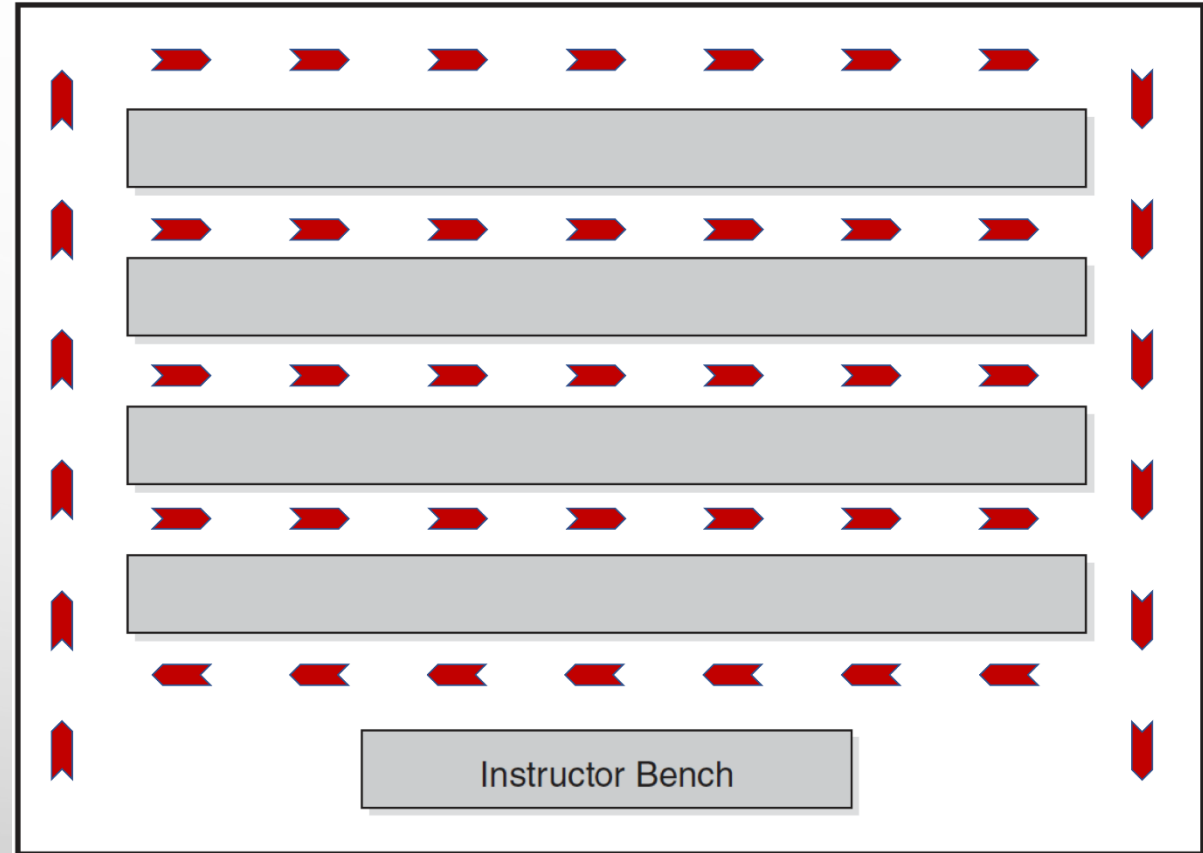
Exit Laboratory
Through This Door

Goggles and Lab Coat Must Remain On Until Exiting The
Laboratory



NAVIGATING THROUGH THE LAB

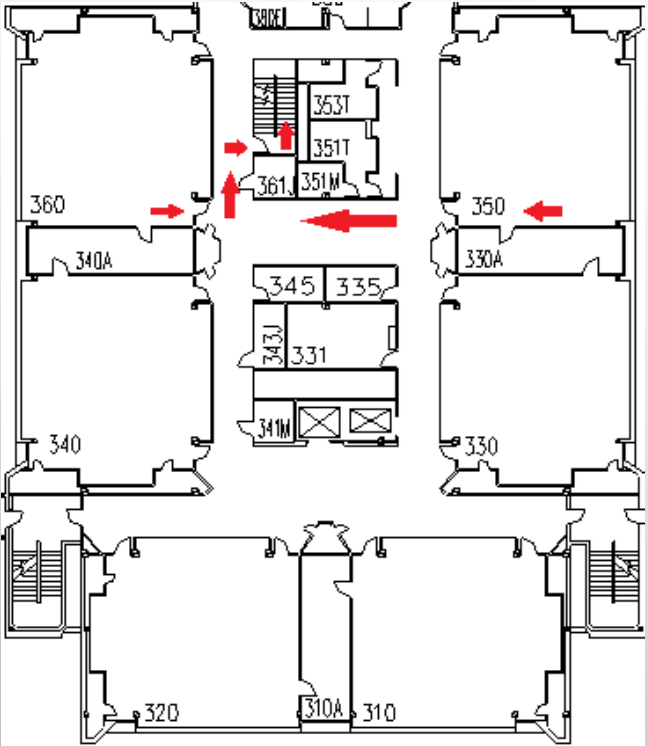
- ALL AISLES ARE ONE WAY IN THE DIRECTION INDICATED WITH THE RED ARROWS ON THE FLOOR
- YOU MAY NEED TO WALK AROUND THE PERIMETER OF THE ROOM TO REACH AN AREA BEHIND YOU.
- SIGNAGE MAY ONLY BE DISREGARDED IN AN EMERGENCY



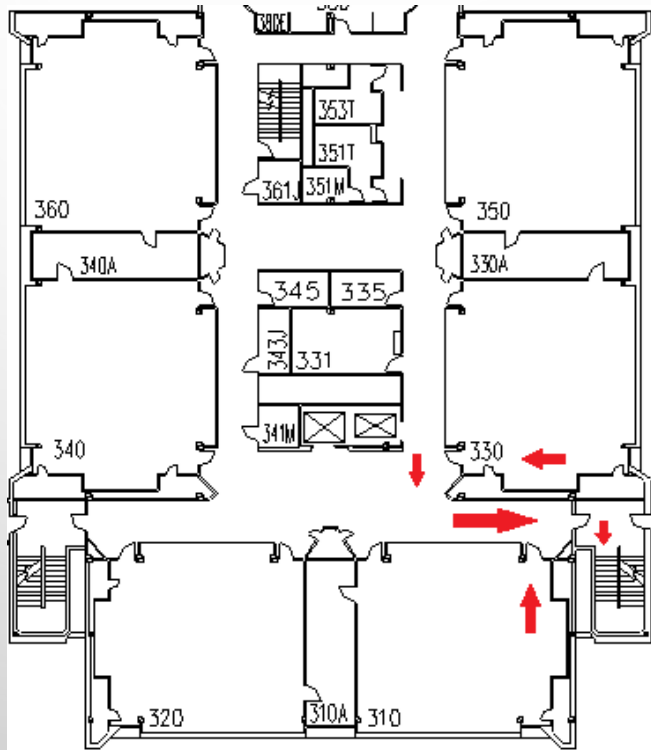
FIRE PLAN

- WHEN THE FIRE ALARM GOES OFF STOP WORKING.
- TURN OFF ANY HOT PLATES OR BURNERS THAT MAY BE ON.
- LEAVE YOUR BELONGINGS, BUT YOU MAY TAKE COATS OR JACKETS IF NEEDED.
- CALMLY FOLLOW YOUR TA TO THE DESIGNATED EXIT ROUTE.
- ONCE OUTSIDE STAND IN A CLASS GROUP **AT LEAST 30 FT AWAY FROM THE BUILDING.**
- STAY WITH YOUR CLASS.
- DO NOT PROCEED INTO THE BUILDING UNTIL GIVEN THE OK BY YOUR TA!

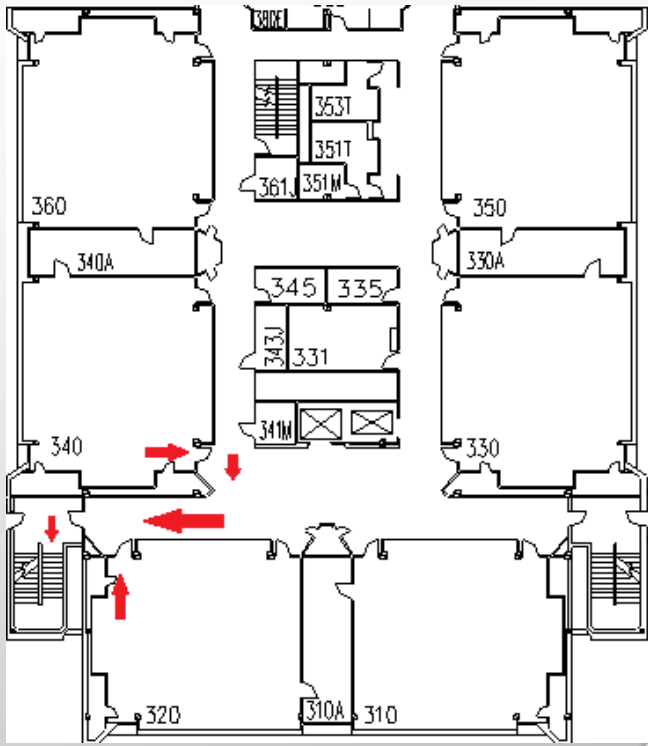
CELESTE LAB FIRE EXIT MAP



250/350 and 260/360
exit through the middle
stairs



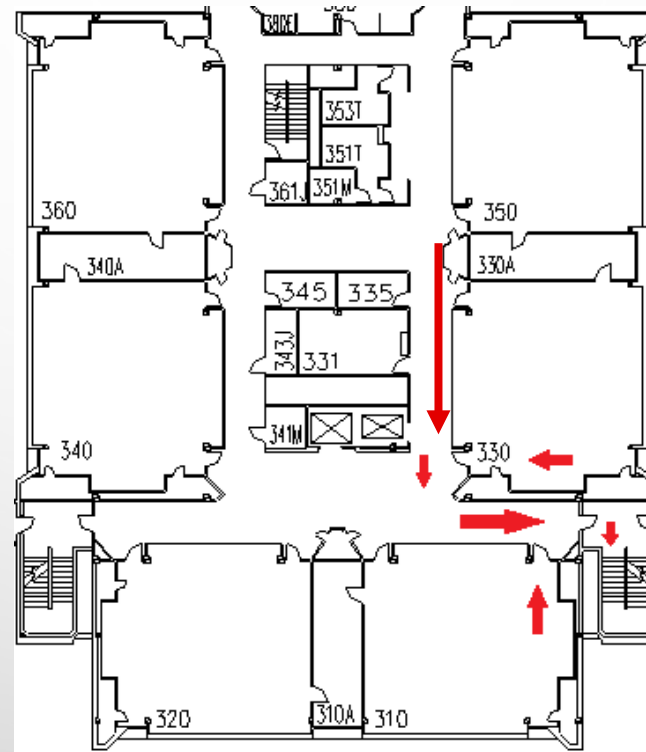
210/310 and 230/330
exit through the "to Newman &
Wolfrom" stairs



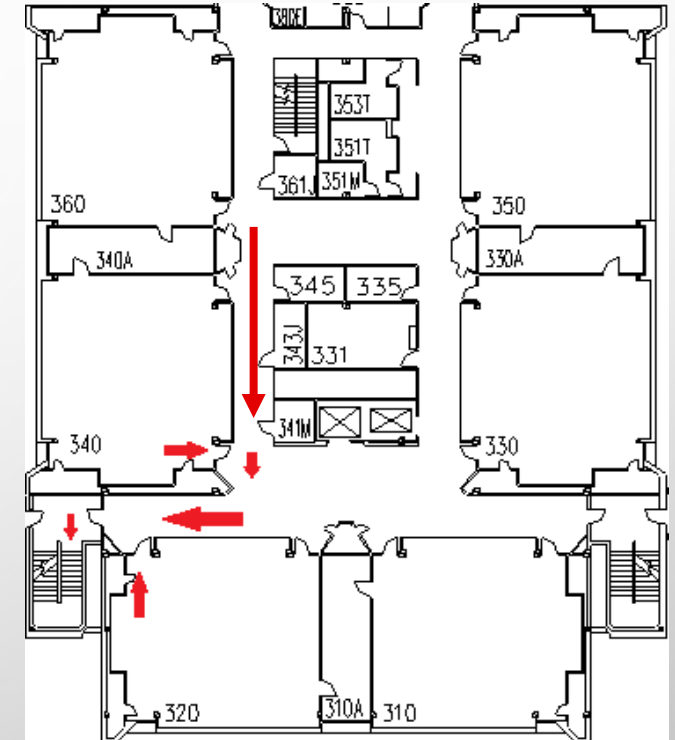
220/320 and 240/340
exit through the "to McPherson"
stairs

TORNADO PLAN

- WHEN THE TORNADO SIRENS GO OFF STOP WORKING.
- TURN OFF ANY HOT PLATES OR BURNERS THAT MAY BE ON.
- CALMLY FOLLOW YOUR TA TO THE BASEMENT OF CELESTE.
- DO NOT USE THE STAIRS ACROSS FROM 260/360. THEY DO NOT GO TO THE BASEMENT
- EVERYONE WILL TAKE SHELTER UNTIL THE THREAT HAS PASSED. FOLLOW LAB SUPERVISOR'S DIRECTIONS



210/310 , 230/330 and
250/350 use the “to Newman &
Wolfrom” stairs



220/320, 240/340 and
260/360 use the “to
McPherson” stairs

GOGGLE POLICY

- Safety Goggles must be put on **BEFORE** entering the laboratory.
- Safety Goggles should only be removed **AFTER** exiting the laboratory.
- There should never be a moment where anyone is in the laboratory and does not have approved safety goggles on.
- If you forget your goggles, purchase a new pair from 180 Celeste with a credit/debit card or BuckID. You will not be permitted to enter the laboratory without goggles. Time lost while obtaining goggles will not be made-up.
- Goggles must always be worn in the lab, regardless of what activity is happening in the laboratory space.

****Note****

Goggles wipes are available in the lab and on the window supply cart in the event of foggy goggles. Wipe your goggles outside of the laboratory.



LAB COAT POLICY

- Lab coats must be put on **BEFORE** entering the laboratory.
- Lab Coats should only be removed **AFTER** exiting the laboratory.
- There should never be a moment where anyone is in the laboratory and does not have an approved lab coat on.
- If you forget your lab coat, purchase a new one at 180 Celeste with a credit/debit card or BuckID. You will not be permitted to enter the laboratory without having a lab coat on. Time lost while obtaining a lab coat will not be made-up.
- Lab coats must always be worn in the lab, regardless of what activity is happening in the laboratory space.

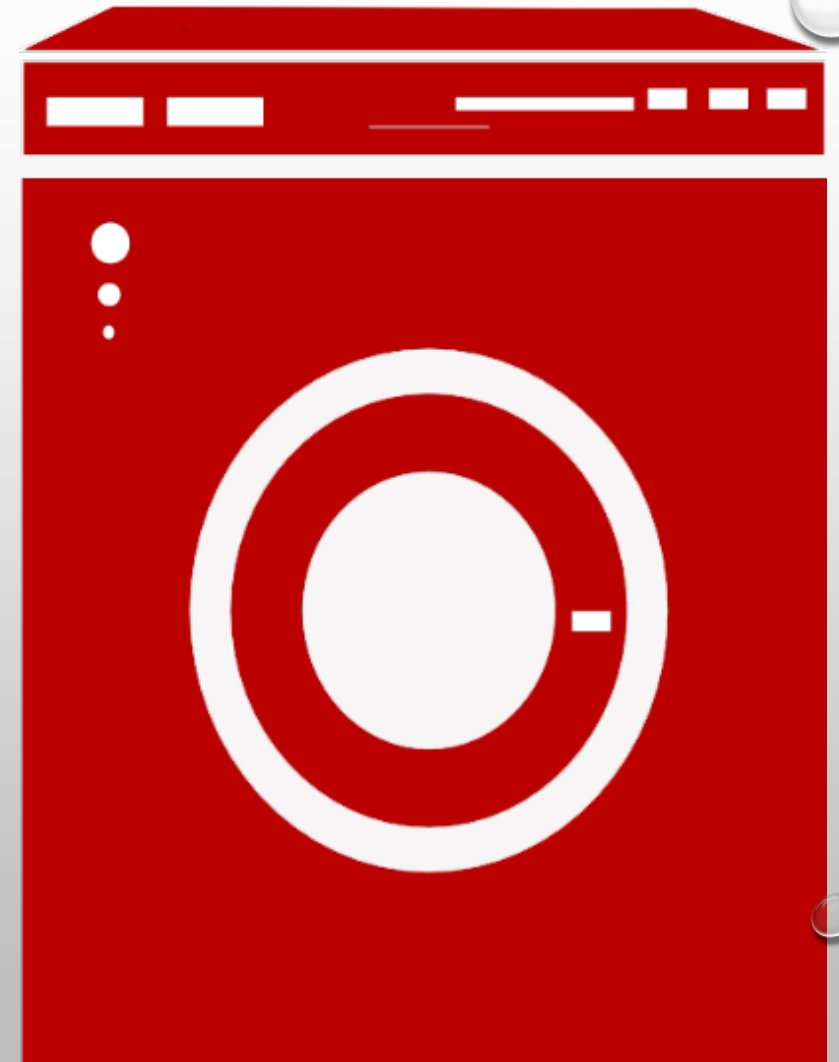


LAB COAT LAUNDERING

When purchasing a lab coat from the chemistry store in celeste 180 for an undergraduate lab, you will be provided with plastic bag to transport your lab coat to and from lab.

To properly clean the lab coat, follow these steps:

1. Load the washing machine with only the lab coat and set the cycle to WARM WASH/ COLD RINSE. Adjust the washer settings to a LONG WASH CYCLE and add an EXTRA RINSE CYCLE.
2. ADD DETERGENT as recommended by the detergent manufacturer.
3. Once the washing machine cycle has stopped, remove the damp lab coat and place it on a hanger to AIR DRY.
4. DECONTAMINATE the empty washing machine with quick wash or rinse cycle before using it again for normal laundering.



LAB COAT LAUNDERING



If the lab coat is heavily soiled or contaminated, please inform your Teaching Assistant so the lab coat can be treated as hazardous waste.

THE DO'S.....

- Launder lab coats at least once per semester.
- Wash lab coats separately from other clothing.
- Replace your lab coat if it is damaged or heavily contaminated.

THE DON'T'S.....

- Don't wash the soiled lab coat with your clothes or towels.
- Don't use fabric softeners. They reduce a lab coats flame resistance and make it more permeable to chemical contaminants.
- Don't just wad the lab coat into the storage bag. Your TA will show you the proper technique for folding your lab coat.

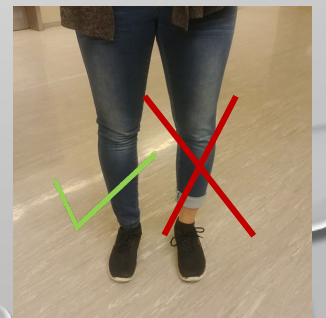
Food and Drink Policy

- No food or drink of any kind is allowed to be out in the laboratory.
- All water bottles must be stored away in a **zipped** bag prior to entering the lab.
 - **NOT** in the side pocket of a bag. Must be out of sight.
- If you need to eat or drink during the lab period, you can do so in the hallway.



LAB ATTIRE POLICY

- LONG Pants (covering the ankle) are required in the Laboratory. NO SHORTS, SHORT SKIRTS, OR SPANDEX/TIGHT PANTS ARE PERMITTED!
- CLOSE TOED SHOES are required in the Laboratory.
- Cut-off t-shirts, sleeveless tops, or crop tops are NOT PERMITTED in the laboratory.
- If your attire violates any of these criteria, you will not be permitted to enter the laboratory. This will result in lost time for that day's experiment.



FACE COVERING POLICY

- ACCORDING TO UNIVERSITY AND THE DEPARTMENT OF CHEMISTRY AND BIOCHEMISTRY POLICY, EVERYONE IS REQUIRED TO WEAR FACE COVERINGS INSIDE LAB AND IN CELESTE.
- STUDENTS WILL BE PROVIDED A NEW DISPOSABLE MASK UPON ENTERING THE LAB
- WE RECOMMEND PLACING YOUR OWN FACE MASK IN A BAG DURING THE LAB.
- IF ANYONE IS NOT ABLE TO WEAR THE PROVIDED FACE MASK, WE ASK THAT YOU BRING A SECOND REUSABLE FACE COVERING OF YOUR CHOICE TO WEAR AFTER THE LAB IS COMPLETED.
- NOTE IN THE UNLIKELY EVENT YOUR REUSABLE FACE COVERING IS CONTAMINATED BY A SPILL OR SPLASH, IT WILL NEED TO BE DISPOSED OF AS HAZARDOUS WASTE.
- PROPERLY DISCARD THE DISPOSABLE MASKS
- MASKS MUST COVER NOSE AND MOUTH.



**YOU MUST ADHERE TO, AND BE IN AGREEMENT WITH,
THE GOGGLE POLICY, LAB COAT POLICY, FACE
COVERING POLICY, FOOD/DRINK POLICY, AND ATTIRE
POLICY BEFORE YOU ARE PERMITTED TO ENTER THE
LABORATORY!!!**

PERSONAL ITEM POLICY

- PERSONAL ITEMS I.E. BOOKBAGS AND COATS MUST BE STORED ON THE HOOKS ALONGSIDE THE BALANCE ROOM.
- NO PERSONAL ITEMS ARE PERMITTED ON THE FLOOR OF THE AISLE WAYS, ON THE BENCH TOPS, OR IN THE CUBBY UNDERNEATH THE LAB BENCH.
- DUE TO COVID-19, COAT HOOKS WILL BE LABELED WITH A STATION #. TRY TO LIMIT MATERIALS BROUGHT INTO THE LAB.



CELL PHONES

CELL PHONES SHOULD BE KEPT IN YOUR COAT OR BOOK BAG. YOU WILL NEVER NEED THEM TO COMPLETE A LABORATORY EXPERIMENT. YOU WILL LOSE LAB PERFORMANCE POINTS IF YOU ARE OBSERVED USING YOUR PHONE AT THE LAB BENCH.



GLOVE ETIQUETTE

- GLOVES WILL BE AVAILABLE FOR USE IN EVERY EXPERIMENT. THEIR USAGE IS NEVER REQUIRED BUT IN SOME LABS IT IS STRONGLY RECCOMENDED.
- THE GLOVES ARE LOCATED IN THE BACK OF THE ROOM THIS SEMESTER.
- ALWAYS REMOVE BOTH GLOVES BEFORE OPENING A DOOR, OR TOUCHING ANY OTHER OBJECT THAT IS OUTSIDE OF THE LABORATORY.
- **WHEN WEARING GLOVES, TREAT THEM AS IF THEY ARE CONTAMINATED. DO NOT TOUCH OR SCRATCH OTHER PARTS OF YOUR BODY WITH A GLOVED HAND.**



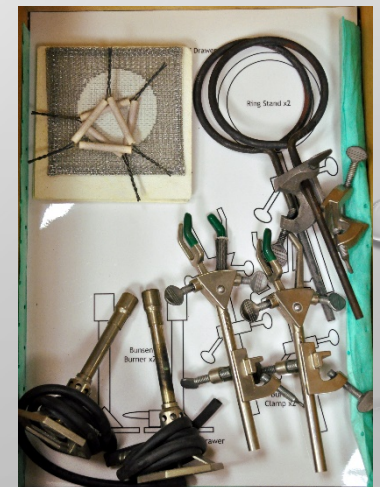
LOCKER ITEMS

- Locker items are any of the items that are found in the four labeled drawers at each station.
- You are responsible for maintaining the items in the lockers. This includes cleaning any dirty glassware prior to starting an experiment
- Locker items must be cleaned thoroughly with soap and water at the end of the lab period before returning them to the drawers.



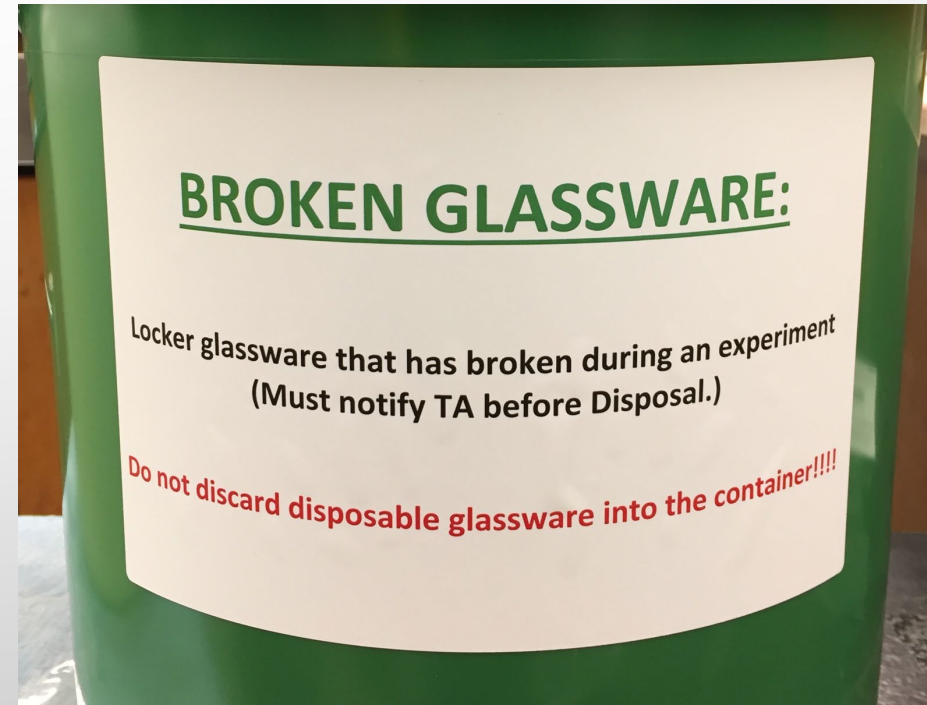
****Note****

Rubber bulbs for disposable pipettes are NOT DISPOSABLE! Please return to proper locker after use



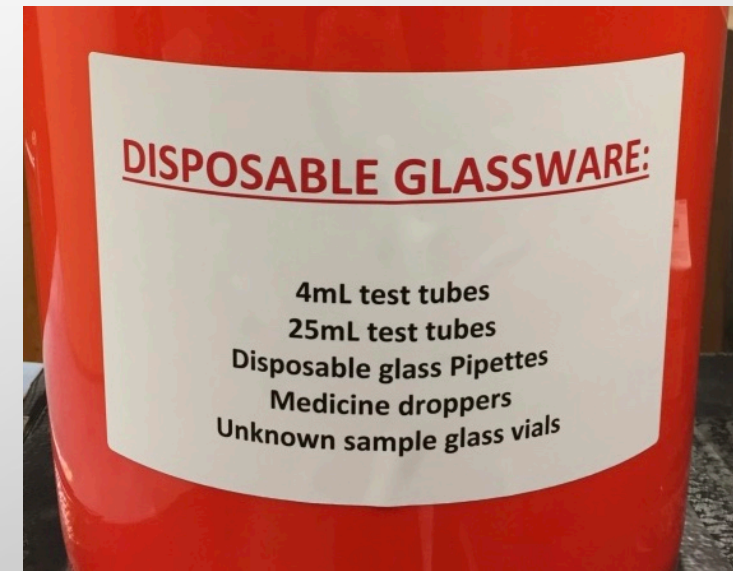
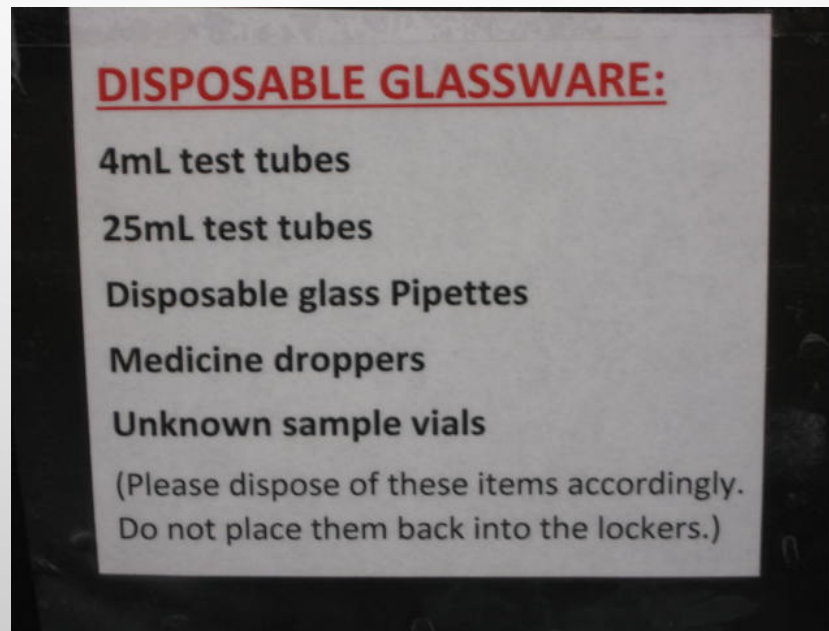
BROKEN LOCKER ITEMS

Any Locker Item that is broken should be disposed of in the **green** bucket labeled BROKEN GLASSWARE. Notify their TA prior to disposing locker items. The TA will keep track of these incidences, and repeated offenses will result in a lab penalty .



DISPOSABLE GLASSWARE

- Disposable Glassware consists of the items listed below and can be found at the front of the lab.
- These items should be discarded in the **orange** bucket labeled DISPOSABLE GLASSWARE after use.
- Only take the required amount of disposable glassware items in order to minimize glass waste.
- These items are NEVER to be put back in the lockers.



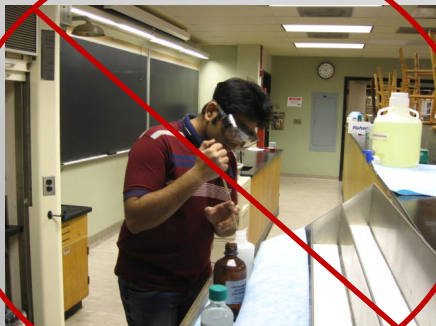
STORE ROOM WINDOW / SUPPLY CART

- IN THE EVENT THAT A NEEDED MATERIAL IS NOT IN THE LABORATORY, YOU MAY RETRIEVE THE DESIRED MATERIAL FROM EITHER THE STORE ROOM WINDOW OR THE SUPPLY CART OUTSIDE OF THE STORE ROOM WINDOW.
- LOCKER ITEMS WILL HAVE TO BE OBTAINED FROM THE STAFF AT THE STORE ROOM WINDOW.
- DISPOSABLE ITEMS SUCH AS MATCHES, WEIGH BOATS, MEDICINE DROPPERS, TEST TUBES ETC. WILL BE AVAILABLE ON THE SUPPLY CART

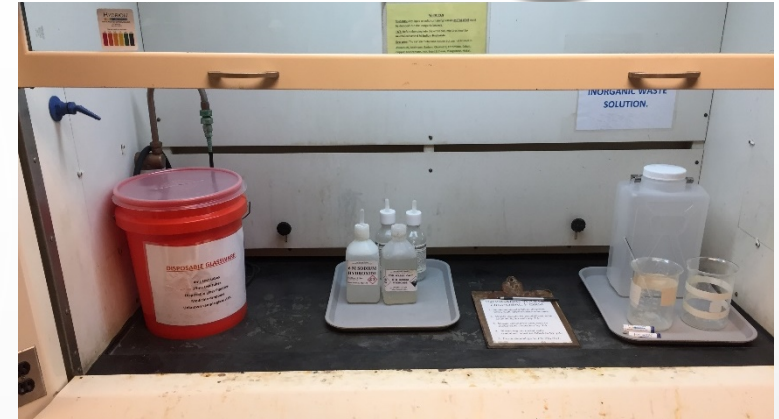
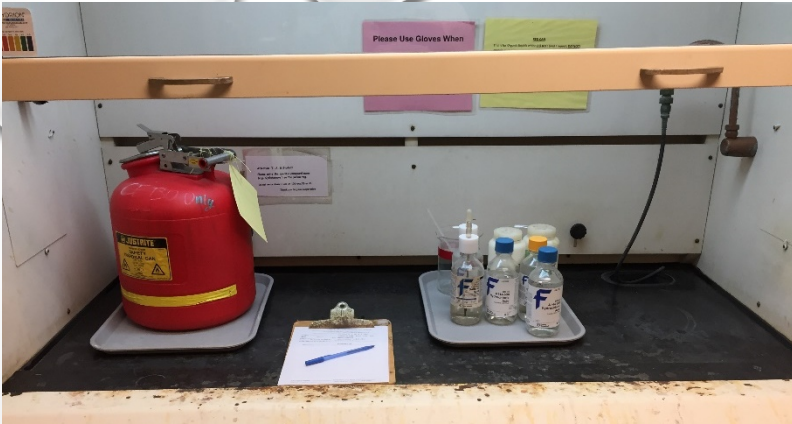


REAGENT CART/CHEMICAL POLICY

- ALWAYS MAKE SURE TO CAREFULLY READ LABELS TO ENSURE THE CORRECT REAGENT AND CONCENTRATION IS BEING OBTAINED.
- ALWAYS CHECK THE FIRST PAGE OF THE PROCEDURE FOR THE QUANTITY OF A REAGENT THAT IS NEEDED FOR THE ENTIRE EXPERIMENT. **ONLY TAKE THAT MUCH!**
- ALWAYS CAP REAGENTS AFTER USE.
- NEVER PUT AN INSTRUMENT INTO A STOCK SOLUTION TO DISPENSE. **THIS WILL CAUSE CONTAMINATION!**
- NEVER ADD UNUSED REAGENTS BACK TO THE STOCK SOLUTION. **THIS WILL CAUSE CONTAMINATION!**
 - IF TOO MUCH IS OBTAINED BY ACCIDENT, SHARE SOME WITH A CLASSMATE. OTHERWISE, DISCARD ANY EXCESS IN THE APPROPRIATE WASTE CONTAINER.



WASTE DISPOSAL



Class waste beakers have tape marks to indicate the maximum fill line. **DO NOT ADD WASTE TO THE BEAKER IF THE VOLUME IS PAST THE TAPE LINE.**



Notify your TA when the waste reaches the maximum fill line.

Never leave your personal waste beaker in the waste hood.

CLEANING INDIVIDUAL WASTE BEAKERS



Water wash bottle



Detergent to refill soap wash bottle



Soap wash bottle

- A water wash bottle is available in every drawer labeled 'Metal and Misc.'
- After emptying your individual waste in the correct class waste beaker, a few water rinses should be performed
 - Rinses are also emptied into the class waste beaker.
- Next, a soap detergent wash bottle may be used to finish cleaning the glassware
 - This waste can go down the sink
- Return your beaker to the correct drawer

BALANCE ROOMS

- THE BALANCE ROOM IS TO BE CLEANED AFTER EACH USE. **IF ANY MESS IS LEFT IN THE BALANCE ROOM AFTER THE LAB ENDS, THE ENTIRE CLASS WILL LOSE PERFORMANCE POINTS!**
- A BRUSH AND DUST PAN ARE AVAILABLE TO SWEEP UP ANY SPILLED SOLIDS.
- YOUR TA WILL MONITOR THE CONDITION OF THE BALANCE ROOM AND MAKE THE CLASS AWARE OF ANY MAINTENANCE ISSUES THAT ARISE. CLEAN UP SPILLS AS THEY ARE MADE.
- IF THE BALANCE ROOM IS BEING UTILIZED BY TWO CLASSES PLEASE REMAIN ON THE SIDE OF THE BALANCE ROOM CLOSEST TO YOUR LAB SPACE.



COLLECTING DATA

- DIGITAL OR PAPER LAB NOTEBOOKS MAY BE USED THIS SEMESTER
 - THE NOTABILITY APP ON YOUR IPAD SHOULD BE USED FOR DIGITAL NOTEBOOKS
 - PAPER NOTEBOOKS ARE NOT REQUIRED TO CONTAIN CARBON COPIES. ANY NOTEBOOK WILL WORK
- YOU WILL NEED TO BRING YOUR LAB NOTEBOOK AND LAB MANUAL TO EVERY LAB (UNLESS TOLD OTHERWISE)
- ONLY RECORD DATA IN THE LAB NOTEBOOK WITH **BLUE** OR **BLACK** INK
- **YOU WILL NEED TO UPLOAD YOUR NOTEBOOK PAGES TO CARMEN WITHIN 48 HOURS OF YOUR LAB SESSION**

IPAD USE IN LAB

- YOU WILL BE PROVIDED A BAG TO PLACE YOUR IPAD IN WHILE IN LAB TO PROTECT AGAINST CHEMICALS
- USE ONLY YOUR FINGER TO TYPE OR WRITE YOUR DATA INTO NOTABILITY. APPLE PENCILS OR STYLUSES SHOULD BE LEFT IN YOUR BAG
- STORE THE BAG WITH YOUR LAB COAT WHEN YOU LEAVE LAB.
 - PLACE THE IPAD BAG WITH THE OUTSIDE LAYER OF YOUR LAB COAT BEFORE FOLDING THE COAT

SANITATION

- YOUR WORKSTATION AND ALL GLASSWARE/EQUIPMENT MUST BE SANITIZED WITH THE PROVIDED 70% ETHANOL SOLUTION.
 - A 12-INCH PAPER TOWEL, ABOUT THE WIDTH OF THE SINK, AND 6 SPRAYS OF SOLUTION WORKS WELL
- TAS WILL MAKE SURE ITEMS ARE CLEANED AND SANITIZED BEFORE YOU MAY LEAVE THE LAB.
- LAB PERFORMANCE POINTS WILL BE LOST BY ANYONE THAT LEAVES LAB WITHOUT CLEANING AND SANITIZING THEIR WORKSTATION AND EQUIPMENT.
- DISPOSABLE FACE MASKS WILL BE DISCARDED IN THE LAB AND YOUR NORMAL FACE COVERING WILL BE IMMEDIATELY BE PLACED ON YOUR FACE BEFORE LEAVING LAB.
- STUDENTS WILL NOT BE ABLE TO GO WITHOUT THEIR FACES UN-COVERED OTHER THAN TO CHANGE OUT MASKS/FACE COVERINGS.
- WHEN THE STUDENT IS READY TO EXIT THE LAB, THEY WILL GATHER THEIR SUPPLIES AND EXIT THE LAB FOLLOWING THE ARROWS ON THE FLOOR THROUGH THE DOOR MARKED "EXIT ONLY".

UNAUTHORIZED EXPERIMENTS

ANYONE OBSERVED PERFORMING UNAUTHORIZED EXPERIMENTS
WILL BE SENT HOME.

A ZERO WILL BE INPUT FOR THAT LAB GRADE AND NO OPPORTUNITY
WILL BE GIVEN TO MAKE-UP THAT DAY'S LAB.