

STANDARD OPERATING PROCEDURES FOR STUDENTS

1. No eating, drinking or smoking is permitted in any laboratory.
2. Eye protection must be worn when required by the lab instructor. Contact lenses are not advisable, even under splash goggles.
3. Wear sensible clothing. Loose fitting clothing and open sandals or open footwear should not be worn. Long pants may be required at the discretion of the professor of the lab course.
4. Long hair must be confined.
5. No unauthorized experimentation is allowed. Do not change written laboratory procedures without permission of the instructor.
6. Students may not work in the laboratory without an instructor present in the laboratory or in the vicinity of the laboratory. (Exceptions may be made depending on the course.)
7. Students are not allowed to work in instructional laboratories outside of regularly scheduled hours without specific permission of instructor.
8. Students should know locations of all available safety equipment. This includes eye wash stations, safety showers, fire extinguishers, fire blanket and first aid supplies.
9. Pipetting by mouth is not allowed. Never place anything in the mouth except as directed by instructor while in the laboratory. Smell chemicals only by wafting a small amount of vapor toward the nose with the hand.
10. Personal protective equipment besides eye protection (eye protection should be worn at all times) should be used at the direction of the laboratory instructor. This equipment includes gloves when working with certain corrosives and organic solvents and laboratory aprons.
11. Keep lab bench clear of book bags and outer clothing. These should be placed in provided areas. Students are responsible for maintaining a safe and clean work area.
12. Laboratory fume hoods should be used for all operations which have the potential to release fumes, gases or volatile solvent vapors in excess of recommended exposure levels. Follow written laboratory procedures and the laboratory instructor's directions. Notify the instructor if you think the fume hood is not functioning properly.

13. Read lab procedures before entering the laboratory. Do not proceed with an experiment if you do not understand the procedure. All chemical names and identities should be carefully double-checked prior to any use. Check labeling before using a chemical so that potential hazards are known.

14. Report all injuries, no matter how minor, to the laboratory instructor. The instructor will give guidance on any appropriate treatment which may be needed or call Public Safety if necessary.

15. Proper disposal of laboratory waste is essential. Do not dispose of any chemical down sewer/sink without approval from the instructor. Use appropriate waste containers when provided.

16. Clean up spills promptly. If you should break a mercury thermometer, notify the instructor so that the mercury is promptly recovered. If you have questions on spill clean-up, ask your instructor.

17. Only students registered for the class are allowed into the laboratory.

18. Students should clean work area and wash hands thoroughly before leaving the laboratory.

I have read and I understand the above standard operating procedures. I understand that it is my responsibility to follow the above procedures and I agree to follow these procedures.

Date: _____ Signature: _____