**LABORATORY RULES**

**Lab Notebook**. You need a bound notebook, with sequentially numbered pages, which contains a second page. The original will stay in this lab and you get to keep the copy page when you are no longer part of this lab.

**Clothing:** Please come prepared for laboratory work by wearing appropriate attire. You must have **closed-toe shoes, pants/skirts that go past the knees when seated, shirts with sleeves and no bare tummies.** If you are not wearing appropriate clothing, you will not be able to work in the lab.

**Cleanliness:** Please **clean** and straighten up your work area when you are done for the day so that your adviser does not have to do it for you. Wipe the lab counter area where you were working with a damp sponge or paper towel!

**Goggles**. Loaner safety glasses are be available.

**Other Protective Gear**. Latex and/or Nitrile gloves are provided as needed for the various experiments. Use them! Take them off before leaving the lab for any reason, and wash your hands immediately after removing them. Discard the gloves appropriately after removing them – never reuse gloves! If you would like to wear a lab coat, you may purchase one in the bookstore. Wearing a lab coat does not allow you to wear shorts/short skirts!

**Glassware**

Glassware is expensive! A simple request is to treat the glassware with respect. Be very careful when you set-up your glassware or put glassware down- can it roll off the counter? If so, please use a cork ring or nestle it in a larger beaker.

Glassware needs to be very clean in the experiments. When it is clean it will “sheet” and not leave water spots when rinsed with distilled water! SCRUB! Clean all glassware thoroughly with soap, water and a brush, and rinse it completely with tap water. The soap that is in bottles in the lab is at full-strength, you do not need to use a lot to clean an item! Put a few drops of soap into your dirty glassware, add some tap water, scrub with a brush, and rinse. Do a final rinse with distilled water. Do not waste distilled water rinsing out soap.

**Know your Safety Equipment**

Know the locations of the fire blanket, extinguishers, eyewash, and shower. Ask for demonstrations! If the eyewash hasn't been used in a while the discoloration of the water is usually sufficient to inspire use of safety glasses.

**Don't Taste or Sniff Chemicals**

If you can smell chemicals then you are exposing yourself to a dose that can harm you! If the safety information says that a chemical should only be used inside a fume hood, than do that. This isn't cooking class!

**Don't Just Flush Chemicals Down the Drain!**

Some chemicals are OK to wash down the drain, others require a different method of disposal. If a chemical can go in the sink, be sure to wash it away rather than risk an unexpected reaction between chemical 'leftovers' later.

**Don't Eat or Drink in Lab**
Just don't do it.

**Pay attention to the order in which chemicals are to be added to each other.**
Don't haphazardly mix chemicals! Even chemicals that mix to produce seemingly safe products should be handled carefully. For example, hydrochloric acid and sodium hydroxide will give you salt water, but the reaction could break your glassware or splash the reactants onto you if you aren't careful!

**Record All Data *During* your Laboratory work**
All data and All primary information MUST be recorded directly in your laboratory notebook DURING your work

DO NOT USE ANY LOOSE SHEETS OF PAPER FOR ANY DATA TAKEN DURING LABORATORY WORK.

The name of your partner, your name, the date your data/notes/sketches/etc. were generated need to be written. Use subtitles to highlight each part of your experiment. Clearly indicate with titles, headings, comments what you refer to, what are the units. All has to be entered in chronological order. If your notes for some reason not chronological, enter this fact in your notebook. Note all difficulties encountered. Record all the numbers and/or calibrations, communication with tech support, etc.

**Be Cautious With Chemicals**
The best way to remain safe when dealing with chemicals is to assume that any chemical you handle is dangerous. Be sure you understand what type of chemicals you are using and how they should be properly handled.

If any chemical comes in contact with your skin, wash immediately with water and inform your lab instructor. Wear protective eyewear when handling chemicals.

**Do Not**
- eat or drink in the lab
- taste any chemicals or substances you are working with
- use your mouth for pipetting substances
- handle broken glass with bare hands
- pour chemicals down the drain without permission
- operate lab equipment without permission
- perform your own experiments unless given permission
- leave any heated materials unattended
- place flammable substances near heat
- engage in childish and/or rude behavior (horseplay, pranks, ect.)