CAPILANO UNIVERSITY

Department of Chemistry

LABORATORY REGULATIONS

A. Personal Safety

1. While it is strongly recommended that students in all chemistry courses wear laboratory coats, it is mandatory for students enrolled in **all 200** level chemistry courses to wear a laboratory coat during laboratory sessions.
2. Adequate eye protection must be worn at all times in the laboratory.
3. Contact lenses should not be worn in the laboratory. The risk of sustaining serious irreversible damage to the eye(s) is greatly increased when contact lenses are worn in the laboratory. Such a practice may pose a danger to the eyes, even when wearing safety goggles. In cases of chemical exposure, contact lenses may hamper eyewash effectiveness or delay eye washing and/or medication being administered. Soft contact lenses may pick up chemicals that are present in the air as fumes. Students who cannot avoid the wearing of contact lenses in the laboratory are required to make this known to their laboratory supervisor. Such students are also required to wear safety **goggles**.
4. No eating, drinking, gum-chewing or smoking in the laboratory.
5. Keep lab areas clear - hang coats on the coat rack and don't leave bags and books in the aisles.
6. Long hair should be tied back or otherwise held in place.
7. Open-toed shoes must not be worn in the lab. Footwear must completely protect from any spilled chemicals falling onto the feet.
8. Garments worn on the upper half of the body must not expose skin around the stomach and waist. Full length tops will protect against chemical exposure.
9. Chemicals must never be poured in the eyewash basins.
10. Never taste chemicals. If you spill any chemical on yourself, immediately wash it off and report it. Use extreme care in smelling chemicals.
11. Chemicals splashed in the eyes must be thoroughly flushed out by washing in the eyewash for a minimum of 15 minutes. Report any such incident immediately.
12. Never pipette by mouth - always use a safety bulb.
13. Know the location and operation of the safety shower, eyewashes, fire blanket and fire extinguishers.
14. Never remove any chemicals or equipment from the laboratory.
15. Study the procedure beforehand and be aware of potential hazards and safety precautions. Always follow the prescribed procedures.
16. Unassigned experimentation is not permitted. Any extra laboratory work must be done with the permission and presence of a chemistry faculty person.
17. Any accident or injury should be reported immediately to the laboratory supervisor.
18. Certain medical conditions (e.g., epilepsy, fainting spells, etc.) could make an otherwise safe and controlled laboratory environment hazardous, both for the student who suffers from the condition and for others around him/her. Students with such medical conditions that might arise unexpectedly must make this known to the laboratory instructor during or before the scheduled introductory session. Such information will be held in strict confidence.

B. Laboratory Housekeeping

1. Every student is responsible for leaving the equipment at his/her station clean and in good order, and the bench clean and tidy.
2. Chemicals should never be left in the balance room. Weigh out the amount you need, re-cap the bottle and return the chemical to its place in the laboratory. Dispose of used weighing boats in the waste container provided.
3. If any chemical is spilled in weighing, be sure to clean up the balance pan and the counter immediately. Neglected chemical spills have caused injury to other students.
4. If you are in doubt about the correct procedure for using any instrument or equipment, be sure to ask the laboratory supervisor or the laboratory technician for assistance. Much of the equipment you will be using is delicate and very expensive.

C. Waste Disposal

1. Chemical spills must be cleaned up immediately, using the method recommended by your instructor.
2. Mercury spillages pose a very serious health hazard. Report any broken thermometers immediately so that correct clean-up and decontamination procedures can be implemented.
3. Do not take more chemical than will be required for any experiment. If you inadvertently take a small amount extra, never return it to the reagent bottle. Consult your instructor for the correct disposal method.
4. Do not dispose of chemicals in the sinks without first checking with your instructor. Follow correct disposal methods as they are explained to you.
5. Broken glassware must be disposed of in the broken glassware container - never in the garbage cans.