

Laboratory Guidelines



General Safety Rules

1. Perform only those laboratory activities for which you have **received permission**.
2. **Know the location and operation** of the fire extinguisher and eyewash station.
3. **Wear protective eyewear** when performing activities that involve chemicals.
4. **Never carry hot equipment** or dangerous chemicals near other people.
5. Roll long sleeves up above the wrist, and **tie long hair back**.
6. **Keep your hands away** from your face, eyes, and body.
7. **Wash your hands** thoroughly at the end of each lab activity.
8. **Do not look down into a test tube** or point it in the direction of another person.
9. **Never place your nose or mouth over any container**. Test the odor by waving your hand over the container and sniffing.
10. **Never taste or drink chemicals** from a beaker or any other container in the lab.
11. **Never pour unused chemicals back** into their original containers.
12. **Dispose of all solid and liquid waste** as instructed by your teacher.
13. **Handle squeeze bottles and droppers with care** to prevent squirting out the contents.
14. **Do not use a thermometer** as a stirring rod.
15. **Use lab equipment only for its intended purpose**.
16. **Horseplay has no place in the laboratory**.
17. **Do not bring food or drink** into the laboratory.
18. **Report any personal injury** that occurs in the laboratory to the teacher immediately.
19. **Never squirt** someone with a squirt bottle. It may not be water.
20. **Do not remove any thing from the lab without permission. It is illegal!**
21. **Do not move a balance without permission**.

Basic Laboratory Information



1. **Prepare:** Do as much of the pre-lab as you can outside of lab time. You will be much more efficient and thorough with much less effort.
2. **You must watch your time carefully.** Equipment must be put away before the bell sounds. I will not write passes to your next class.
3. **Washing:** All glassware must be rinsed with distilled water before using it. Soap is considered a pollutant in most situations. Avoid it if at all possible.
4. **Orphan Glassware:** Be responsible. Put glassware away and do not leave it on counter tops. If you see glassware that nobody is using, clean it and put it away. Please, do not hide glassware in the sinks.
5. **Balances:** Please use weighing paper or a weighing dish when using the balances. Rinse the paper or dish with distilled water into your reaction vessel. Any spills on or around a balance must be cleaned up immediately. You can tare the balance by pushing reset.
6. **Reagents:** Do not leave reagents open with scoops in them. All reagents must be capped when you leave them -- even if you didn't take the cap off.

“You cannot always control what happens to you, but you can always control what happens in you.” --Wise man