Macalester College Chemistry Department
Laboratory Regulations

The Chemistry Department of Macalester College strives to make your laboratory class a safe environment. Towards this goal, your Laboratory Instructor will conduct a safety lecture and laboratory orientation. This form includes some basic directions for your personal protection, but you should be aware that your greatest protection comes directly from your own actions. Learn how to protect yourself and others by *preventing* accidents or spills. Monitor the actions of your neighbors as well as your own.

Keep Safety First. Although most labs pose little or no health or safety risk to students, some do involve hazards including the use of compounds that are toxic or corrosive. If you don't understand the potential hazards of any chemical used in the laboratory, ask your instructor. Additional sources of information are listed below:

- Reagent labels have keywords describing the main hazards of their contents.
- Read the Material Safety Data Sheet (MSDS's) for the material. These are available online. Login directly at **http://www.damarco.com**. C*lick on* **MSDS**. The *login name is* "**macalester**"; *the password* is "**scots**". Type in the name of the chemical.
- Contact the Departmental Chemical Hygiene / Safety Officer, Rob Rossi, in Olin-Rice 310, or at x6224.
- Call the chemical hazard information service, at 612-617-0995. (This number is on the bright green sticker on each phone.)

The "Big 4" Non-Negotiable Safety Rules are as follows:

- **You must wear safety goggles, or safety glasses with side shields, whenever the lab is being used.**
- **You may not wear footwear that allows any part of your bare foot to be seen (e.g. sandals with no socks)**
- **Absolutely no eating or drinking inside the lab at any time. Wash your hands thoroughly and go completely outside the lab before you put anything in your mouth.**
- **Wash your hands before leaving the lab room to do something else, or to go home.**

NO UNAUTHORIZED EXPERIMENTS OR PROJECTS ARE TO BE CARRIED OUT IN ANY LABORATORY AT ANY TIME.

IRRESPONSIBLE BEHAVIOR WILL NOT BE TOLERATED, AND MAY CONSTITUTE GROUNDS FOR FAILING THE COURSE WITHOUT ANY WARNING BEYOND THIS ONE.

Know the following:

- The location of the eye wash and how to use it
- The location of the safety shower and when and how to use it
- How to use a fume hood properly
- Where the nearest exit is and where to re-group following an evacuation
- How to call emergency personnel (911) and/or security to your location
- Routes of chemical exposure
- How to respond to any chemicals you or someone else spilled
- How to dispose of hazardous waste - never fill waste bottles above the handle!

The Laboratory Instructor will present safety issues including the handling of chemical waste prior to the start of each experiment. *Seek answers to your questions before beginning any laboratory work. If you are unsure, please ask!*

Please note the following:

1. Chemical exposure can occur via inhalation, absorption through the skin, injection or direct ingestion. We wouldn't normally expect someone to ingest chemicals - but by setting a pencil on a lab bench and then placing it in the mouth you are doing just that. Avoid rubbing your eyes or touching your face. Be vigilant to prevent these types of chemical exposure.

2. IMMEDIATELY ask your instructor's advice on cleaning up any spills. Leaving spills on the counter exposes you and others to chemicals. Take as much time as necessary to clean up a spill. Be especially careful to clean up spills in, on or around common areas such as balances and reagent shelves.

3. DO NOT neutralize an acid or base exposure to the skin. This reaction will generate enough heat to further damage the skin. Rinse with copious amounts of water. Use the safety shower or eyewash when necessary. Notify your instructor immediately.

4. For most chemical exposure to skin, using copious amounts of water to remove the chemical is the first response. Your Laboratory Instructor will advise you of any exceptions.

5. Chances are pretty good that you'll break something made of glass this term. Do not clean it up yourself, please ask for help. We have equipment, like leather gloves and a broom, which help us ensure that all the glass shards are picked up and that nobody gets hurt or cut in the process.

Please sign and date the Lab Drawer Check-In Sheet to indicate your agreement to abide by these safety guidelines and laboratory policies.