



SUNY Geneseo Department of Chemistry – Laboratory Safety Rules

Potential hazards exist in all chemical laboratories and some can cause serious accidents. Fortunately, most accidents can be prevented if each person in the laboratory observes a set of common-sense precautions and follows proper experimental procedures. The following rules are to be observed to at all times. The faculty instructor is authorized to expel anyone repeatedly violating these rules from the laboratory.

1. If a student has any **medical condition** that may be affected by chemistry stockroom and laboratory work (e.g. allergies) or that may affect safe performance of laboratory work (e.g. seizure disorders), it is strongly recommended that the student inform the faculty instructor well in advance of the initiation of any laboratory work. If a student thinks or knows they are pregnant, is seeking medical consultation for infertility, or is intending to have a child, it is strongly recommended that they contact the faculty instructor in advance of the initiation of laboratory work so that an appropriate accommodation can be made.
2. No laboratory work may be carried out without the **written authorization** or **supervision** of the faculty instructor. Absolutely no unauthorized experiments are to be performed. Never work in the laboratory alone.
3. All persons who are working in or visiting the laboratory must **wear safety goggles and a laboratory coat at all times chemicals or glassware are being used or handled**. Safety glasses, carpenter's goggles, or glasses with side shields **are not** acceptable for eye protection as per ANSI Z87.1-2003. Gloves are recommended for all experiments using hazardous chemicals but must not be worn outside of the laboratory.
4. **Never put anything in your mouth in the laboratory**. Eating, drinking, chewing gum, and bringing food intended for consumption into the laboratory is prohibited.
5. **Wear sensible clothing** in the laboratory. **Clothing which completely covers your legs and ankles is required. Invisible socks, capris, ripped pants, and other clothing which exposes skin of the legs and feet are prohibited**. Midriffs and crop tops, and shorts are prohibited. Closed toed shoes must be worn – **bare feet, sandals, open toed, & open top shoes are prohibited**. Long hair must be tied back or covered.
6. Know and memorize the locations of the safety shower and eyewash stations and be prepared to know how to use them. Know where the fire extinguishers are in case of an emergency so that if a faculty member or the Stockroom Manager asks you, you can give them an extinguisher. Learn and memorize the locations of the building exits and the **Emergency Meeting Place** for your laboratory. Stay together until your instructor indicates you may disperse.
7. **Report any accident, injury, or unsafe laboratory condition** to the faculty instructor/Stockroom Manager immediately. The faculty member or Stockroom Manager on site will arrange transportation to Health Services for treatment of injuries, if necessary. Minor injuries can be treated by stockroom personnel.
8. In case of **fire**, alert the faculty member on site, Stockroom Manager, and other students immediately and, if instructed, exit the laboratory in an orderly fashion. Never attempt to extinguish a fire by yourself.
9. **Handle all chemicals properly**, and with caution. **Read** all labels carefully. Only use properly labeled reagents. Use only what is needed. Never pour unused reagent back into the reagent bottles. **Re-cap or re-stopper all reagent bottles** after use. Return chemicals immediately to their proper places. Do not let chemicals come in contact with your skin. Wear appropriate protective gloves, if necessary. If you **spill** a chemical, alert the faculty instructor. They will instruct you on proper cleanup procedures. **Label** all containers you use to hold chemicals. **Avoid breathing fumes** of any kind. **Never take any chemicals or equipment from the laboratory**.
10. Only use equipment that is in good condition. Report **broken** or **malfunctioning** equipment to the faculty instructor. Do not use broken glassware.
11. **Sitting on tabletops is prohibited**. Keep aisles and work areas clear and drawers closed.
12. Keep your laboratory bench and all other working areas **clean** at all times and free of items not related to the work day. **Balances must be kept clean**. Do not put any chemicals directly on the balance pans. At the close of the laboratory, **clean** your glassware and put everything away into the appropriate storage areas or drawer(s). Clean your desktop and other working areas before you leave the laboratory.
13. **Dispose of wastes** in the proper manner as outlined by your faculty instructor. Hazardous waste must **never** be poured down the sinks.
14. **Smoking and vaping are not allowed** in the Integrated Science Center.

SUNY Geneseo Department of Chemistry – Chemistry Stockroom Rules

The primary goal of the Chemistry Stockroom (CS) is to serve and support the undergraduate teaching program in the Department. It is our policy that everyone will receive fair and impartial treatment from CS personnel. Please keep in mind that the stockroom provides service to several laboratory sections at once, thus it might appear as if we don't have time to meet all your requests. In order for us to better meet your needs, please be courteous and clear with your requests and please observe the following rules:

1. The CS window will be open to serve students only during scheduled laboratory periods. Although your laboratory instructor or Laboratory Assistant (LA) may choose to open the laboratory early or run late, you will have stockroom assistance only during the scheduled laboratory time.
2. Various pieces of equipment and/or glassware may be checked out from the CS, for the duration of the scheduled laboratory period; however, nothing may be obtained from the CS until your instructor or LA has completed their presentation. Items will be checked out on a first-come, first-served basis.
 - a. When you check out equipment, it is **your responsibility** to verify that it is checked back in by CS personnel or you may be charged for items presumed lost. It is your responsibility to learn and use the correct name for the item(s) you wish to borrow. Equipment must be returned **clean**. Checked out items must be returned to the stockroom **no later than ten (10) minutes before the laboratory period ends**. Failure to return items on time will result in CS personnel having to retrieve the unreturned item(s) from your drawer, and may result in being charged for items that have not been recovered.
3. **You are responsible for the equipment in your drawer, whether you have used the items or not.** You will be charged for equipment that is broken or missing. Each drawer is outfitted with a key lock – the keys to these locks are used only by the instructors and CS personnel. Ensure your drawer is locked when you leave the laboratory room and don't loan out any of your equipment or store it in someone else's drawer.
4. The CS has safety goggles that may be rented for a single laboratory period for \$1 per use. The CS also has a limited number of new and used safety goggles that may be purchased – contact the CS for details. The CS has disposable laboratory coats that may be purchased for \$10. Three (3) pairs of gloves are also available to purchase from the CS for \$5.
5. To ensure the health and safety of CS personnel and to prevent chemical contamination outside the laboratory, **gloves are not permitted to be worn outside of the laboratory or when interacting at the CS window. Please remove your gloves before leaving the laboratory room.**
6. Check-out is required by all students no later than the **last scheduled laboratory period for your course in the semester**, including drops and withdrawals. **Failure to check-out by the last period will result in a \$20 check-out fee.** If you need to checkout early, contact the chemistry stockroom at jacques@geneseo.edu. A hold will be placed on the release of grades or transcripts, if necessary, until these and other laboratory fees are paid.

Broken or lost equipment fees: the purpose of these fees for this laboratory are to cover the cost of glassware and equipment which are meant to be re-used in the event they become lost or broken. A fee must be charged in order for the Department to replace that equipment. It would be unfair to charge every student a fee for equipment broken by individual students, so students are instead charged on a per-item basis. The fees incurred from replacing glassware and equipment are added to student accounts at the end of the semester. In the event of equipment breaking when working in pairs or groups, the cost for broken equipment may be split amongst the group, or assumed by one person entirely.

Lost and found: CS personnel periodically inspect the laboratory rooms. Any personal items and glassware found will be placed in the CS lost and found. Check the CS lost and found before replacing lost glassware. Lost and found items are returned on a first-come, first-served basis. Note that CS do not always have time to inspect laboratory rooms after every period so periodically check your equipment to ensure it is all accounted for.

Common equipment: the equipment and materials on/in the islands and set out at the front of the room are commonly-used materials that are general stock for each classroom. These materials are yours to use during your laboratory period but are also used by other students in other sections, so please clean and return any equipment and materials you are using to the place you got it. Please alert your instructor or CS personnel if a common item breaks or becomes damaged when using so it can be replaced for the next class section to use.

By signing below, you acknowledge that you have carefully read and understand both the Laboratory Safety Rules and Chemistry Stockroom Rules. You agree to comply with these rules and understand that your failure to comply may result in your expulsion from the laboratory. A copy of these records may be provided by the CS at your request.

Printed Name: _____ Signature: _____

Date: _____ Drawer: _____ G-Number: G00 _____