

## **Every lab occupant should observe the following rules:**

- **Never carry out an experiment without knowing all the safety rules and procedures that apply to the laboratory work.** Become familiar with the hazards of the substances involved, and the proper way to use the equipment.
- **Wear appropriate personal safety equipment.**
- **Become familiar with the location and operation of all emergency laboratory equipment.**
- **Never consume or store food, beverages or smoke in areas where hazardous chemicals (chemicals, biohazards and radioactive materials) are being stored. Food and cosmetics can absorb chemical vapors and should be kept away from the lab.** By the same token, never use laboratory glassware or equipment (refrigerators, ovens.. .e.t.c) for food storage.
- **Wash hands and arms thoroughly before leaving the laboratory, even if gloves have been worn.**
- **Wash lab coats and jackets on which chemicals have been spilled separately from personal laundry.**
- **Never pipette solutions by mouth.** Use a pipette bulb or an aspirator to provide a vacuum.
- **Never allow horseplay.** Practical jokes are not tolerated in the laboratory.
- **Always add acid to water.** It might spatter and/or break the glass container due to the excessive heat generated.
- **Never use any chemicals found in unlabeled containers.** Therefore never store chemicals in a container without labeling. Make sure the full name of the chemical is given. No abbreviations!!!
- **Never wear loose-fitting clothing, open toes shoes or unconfined hair in the laboratory.** Clothing worn in the laboratory should offer protection from splashes and spills. The ideal lab attire should be easily removable in case of an accident and fire resistant. High-heeled or open toes shoes are not allowed. Shorts and miniskirts are also inappropriate. Jewelry should not be worn; chemicals can concentrate under and cause irritation or burns and can be rough on equipment.
- **Contact lenses are strictly forbidden.** They can absorb vapors and retain foreign materials against the cornea. **Always wear safety goggles.**
- **Never work alone in a laboratory or leave hazardous experiments unattended without arranging appropriate safeguards.** Leave a note with your name, the experiment being run and a way to contact you. If you are working alone, ask somebody to check on you once in a while.
- **If the experiment requires using toxic chemicals or the reaction will produce them, make sure you work under a fume hood.**
- **Never sniff a chemical directly.** If necessary, gently fan the vapors to your nose.
- **Never heat "soft" glass containers (most bottles, funnels, graduated cylinders...Etc). Only Pyrex® or Kimax® glassware is designed to withstand high temperatures.**
- **Always use lubricant (water or glycerin) and a cloth when inserting glass tubes or a thermometer into a cork or a rubber stopper.**
- **Never point the open end of a test tube at yourself or any other person while the tube is being heated or during a reaction.**
- **Keep the work area clean and uncluttered with chemicals and equipment. Clean up the work area after the completion of an operation or at the end of each day.**
- **Needles and sharps (scalpels blades, contaminated glass..) should be disposed in puncture resistant containers. To prevent injuries, needles should not be recapped or bent or broken by hand.** Never dispose of sharps in the regular trash can. Custodians and other cleaning personnel can suffer cuts while emptying the bag.

**NOTE:** Safety information and materials such as gloves, aprons, and goggles can be obtained in the Stockroom (Located at the Jeppson Lab building room J310 EXT:7511 )