Missouri Western State University
Department of Chemistry
Laboratory Safety Rules

1. Eye protection (chemical splash goggles) must be worn at all times in the laboratory.
2. Students should wear clothing that is durable, made of natural fibers, and covers the arms, legs, torso and feet.
3. **No open toed shoes, shorts, miniskirts, skin-tight clothing, or shirts that do not cover the midriff will be allowed.** Please dress appropriately for lab or you will be sent to change clothes before being allowed to work.
4. Students are discouraged from wearing contact lenses during lab. Volatile chemicals may dissolve them on your eye, or they may trap chemicals splashed into your eye, causing further damage.
5. Lab aprons or lab coats are encouraged. These are available from your instructor.
6. Long hair and loose clothing or jewelry should be confined.
7. Consider all chemicals to be hazardous unless you are specifically instructed otherwise. Read all labels carefully.
8. Open flames may only be ignited when there are NO flammable solvents in the vicinity of the flame.
9. Do not point the mouth of a test tube in the direction of another student when you are heating it or adding reagents to it.
10. To prevent spattering, always pour concentrated acids into water, never water into acids. Remember, ADD ACID.
11. Exercise extreme caution when handling volatile, flammable solvents such as ether, acetone, or methanol. Always evaporate these solvents in a fume hood!
12. Volatile chemicals that are poisonous, irritating to the skin, or have an unpleasant odor should always be used in the fume hood.
13. In case of injury notify the instructor immediately. This includes cuts, burns, chemical splashes on the skin or eyes, etc.
14. In case of fire or other imminently dangerous situation, notify everyone who may be affected immediately. Be sure to alert the instructor.
15. Wash your hands with soap and water often, especially after handling chemicals, and never rub your eyes unless you are absolutely certain there are no chemicals on your hands. Wash hands before leaving the laboratory even if you have been wearing gloves while working.
16. If chemicals are splashed into someone’s eyes act quickly. Take them to the nearest eyewash station, and begin flushing their eyes with water. **Do not wait for the instructor to do this.** Send someone to notify the instructor.
17. In case of a serious cut, attempt to stop the blood flow by applying direct pressure with a clean towel, and notify the instructor. Don gloves before assisting another with a bleeding wound.
18. If a caustic or toxic chemical is spilled on you, immediately remove the clothing on which the chemical was spilled and move to the safety shower. This is not the time to be modest, as the clothing keeps the chemical in contact with your skin for a longer period of time. Rinse the exposed skin in the safety shower and send someone to notify the lab instructor. **LEAVE SAFETY GOGGLES ON until all chemicals have been thoroughly removed.**
19. Know the location of and how to operate the following:
   a. Fire Extinguishers
   b. Safety showers and eye wash stations
   c. Fire alarm – NE corner, Remington Hall, near stairwell
   d. Exit Doors
   e. Telephones – dial 9-911
20. Eating, drinking, smoking, and chewing (gum and tobacco) are prohibited in the laboratory at all times.
21. Horseplay will not be tolerated.
22. Keep drawers closed when not in use. Always maintain a clean and orderly workspace. You should leave your backpacks, purses, etc. in the hall lockers.
23. Do not return excess chemicals to their original containers!
24. Never work in the laboratory without instructor supervision.
25. Never carry out unauthorized experiments.
26. **Never** pipette using mouth suction. Use a pipette bulb.
27. Avoid inhaling and **never** taste a chemical in the lab. If you must smell a reagent or the product of a reaction, your instructor will show you how.
28. **Never** force glass tubing through a rubber stopper. If you must insert glass tubing into a stopper use the glass tubing inserter tool.
29. Clean up broken glass immediately. Dispose of the glass into the special receptacles labeled for broken glass. Never put the broken glass into trashcans, to avoid harm to the cleaning crews.
30. Clean up spilled chemicals immediately. When you complete an experiment for the day, wash down your work area with soapy water, and rinse with clean water.
31. Report broken equipment to the instructor.
32. Leave all chemicals in the laboratory.
33. Always remember that **HOT** glassware looks exactly the same as **COLD** glassware.
34. All HAZARDOUS chemical waste should be placed into one of the appropriate waste containers. Be absolutely sure of the proper container; if not, check with the instructor!
35. Common organic solvents and highly corrosive substances may degrade the plastic covers of personal electronic devices. These substances may be present on laboratory surfaces. Use caution when handling personal electronic devices in the laboratory, and wipe down any personal items that have contacted laboratory surfaces before leaving the laboratory.

I understand the safety procedures and potential hazards I might encounter in the laboratory.

I understand that some medical conditions could cause sensitivity to laboratory materials and if I have an existing medical condition (pregnancy, seizures, latex allergy, asthma, fainting, etc.) that could impair my ability to perform laboratory work, I will notify the instructor and/or my medical advisor prior to beginning work in the laboratory.

I agree to abide by this entire list of safety rules while performing any required laboratory experiments in the MWSU Department of Chemistry.

______________________________ _______________________________  ___________
Signature                                      Printed Name                                  Date

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Course Number                           Semester/Year                           Day(s) Course Meets

Rev: 1-15