ORGANIC CHEMISTRY LAB RULES

1. Eyesight is very important, so you need to be sure to protect your sight! Therefore, safety goggles (NOT glasses) must be worn at all times while in the lab.
   a. If you remove your goggles while in the lab, you may be asked to leave and thus receive a zero for the day.
   b. Do not remove your goggles until you are ready to leave the lab (hands washed, everything put away). You should be out of the lab within seconds of removing eye protection.
   c. If you need to remove your goggles for any reason during lab (like lens fogged up, itchy eye or other): wash your hands, step out of the lab, remove your eyewear, remedy the problem, replace your eyewear, and finally, return to lab.

2. Students must be appropriately dressed in the laboratory at all times. This means wearing clothing that protects the skin from the neck to the ankles. If you arrive improperly dressed, you will be sent home to change. The following guidelines should help you determine what I will deem acceptable lab-wear:
   a. Clothing
      i. Pants and skirts above the ankle are not allowed.
      ii. Shirts must completely cover your stomach and back (lift your arms over your head, if you can see your stomach, the shirt is unacceptable).
      iii. Shirts must also have sleeves; short-sleeves are acceptable.
      iv. A lab coat may be worn over unacceptable lab clothing. Just keep in mind that your legs must still be covered to the ankles.
   b. Shoes
      i. Open-toed, open-heeled, and other types of shoes with openings are not acceptable.
      ii. Tennis shoes or other completely enclosed shoes are preferred.
   c. Long hair must be appropriately contained to avoid contact with lighted Bunsen burners, chemicals, or other dangers.

3. Put things back where you found them. Remember, you will need the items in your drawer next week. Put everything back clean.

4. Chemicals are a very important part of the lab. You need to understand all the rules associated with the use of chemicals.
   a. Never throw a chemical away in the trash or down the drain. Chemicals disposed of improperly can pose serious health and safety problems.
   b. All chemical bottles must be kept capped and labeled when not in use. This is an EPA rule with serious consequences if not followed.
   c. Leave chemicals where you found them. Be careful to keep any spatulas, pipettes, beakers and so forth associated with the chemical by its bottle. Students are never to carry reagent bottles around the lab unless given permission by faculty or staff to do so! Chemicals must be kept where it is safe and where everybody can find them.
   d. When obtaining a chemical for a lab, take only what you need. Once you take it out of the reagent bottle, you cannot put it back! Why? Your receiving flask may not be as clean as you think, and you could contaminate the reagent bottle ruining the whole thing! If you do inadvertently get too much, ask your fellow students if they need any. If no one needs any, put the chemical in the appropriate waste container.
   e. Dispose of chemicals properly! The waste containers will be found in the ADA hood. Read the labels and put your waste in the appropriately labeled container. If none seem appropriate, come ask me.

5. If you make a mess, clean it up! If you don’t know how, ask!!!
   a. Balances must not have any chemicals left on or around them.
   b. Hoods and benches start out clean before you arrive and should be clean when you leave. If you spill a reagent in the hood or on the bench while getting it, clean it up!
6. Wearing gloves in lab is never a bad idea.
   a. It is perfectly fine to change gloves often. If you get chemicals on your gloves, change them!
   b. However, please remember that gloves do not give you superpowers. Do not stir solutions with your
      fingers. Do not put your fingers over the top of a test tube and shake. Many organic solvents can go
      through gloves in less than a second!
   c. Always remove your gloves when leaving the lab. Even if you are simply going to the drinking fountain!
      You may unknowingly have chemicals on your gloves and inadvertently track them out of the lab.
   d. Gloves must be taken off before you touch any commonly touched lab object (door knobs, variac
      controls, light switches, rotovap, etc.).

7. Book bags, coats, et cetera are not allowed in the lab (M 228) or the common area (M 230). There are
   lockers in the hall outside the lab for you to use. A quarter is needed to operate the lockers. The quarter will
   be returned when you remove your belongings.

8. Food is absolutely prohibited in the lab. You may accidentally ingest a harmful chemical if you eat or dink in
   the lab.

9. Use of cell phones is absolutely prohibited in the lab (M 228).
   a. It is best not to bring a cell phone into the lab space. If any chemicals are spilled on it, it may be
      damaged.
   b. If a cell phone is brought into the lab, the ring must be turned off or to vibrate.

10. Always wash your hands before leaving the lab, but do this before removing your protective eyewear. It’s
    also a good idea to wash your hands again before eating just in case your lab washing left a few traces of
    chemicals behind.

Rules and Penalties

This semester, an emphasis will be placed on keeping the lab clean and neat and drawers clean and organized.
Failure to maintain appropriate standards will result in penalties that will be applied to the laboratory attendance
grade. Each student will receive ten (10) points for attending lab and performing the experiment for their
attendance grade.

1. The common areas of the lab must be clean at the end of lab. Dirty areas will be penalized by subtracting
   one (1) point from the lab attendance grade of all students present during the lab period. Areas to be
   examined:
   a. Balances
   b. Sinks
   c. Chemical Waste Hood
   d. Instrument Area (Mel-Temps, IR, etc.)
   e. Side Counter

2. Your hood must be clean at the end of lab. In addition, the light must be turned out. If your hood is left dirty
   and/or with the lights on, one (1) point will be subtracted from the attendance grade of all students who are
   assigned to the hood.

3. Your drawer must be kept clean and complete. Periodic checks will be performed at the end of lab to make
   sure that your drawer is complete, clean, and without extraneous items. The penalties for each offense are
   given below.
   a. If all glassware and other items are not present, two (2) points will be subtracted from your attendance
      grade.
   b. If any items are dirty, two (2) points will be subtracted from your attendance grade.
   c. If any extra items are present, one (1) point will be subtracted from your attendance grade.

Emphasis will also be placed on your ability to complete the lab in a timely manner. All work MUST stop at the
end of the lab period. You will then be given 20 minutes to clean up. If you are not finished within the appropriate
time frame, your lab attendance grade will be penalized.