1. No open food or drink is permitted in the lab at any time, whether a lab is in progress or not. No eating, drinking, chewing of gum or tobacco is permitted. Never taste anything at all while in the lab rooms.

2. Know the locations of the eye wash and shower stations, fire alarm, fire extinguisher, first aid kit, and emergency exits.

3. Safety instructions are given at the beginning of each lab period. Always arrive on time so that you know what you are supposed to do and are informed of any specific safety concerns or safety equipment associated with the day’s lab activity.

4. Wear any required personal protective equipment (lab coat, apron, goggles, etc).

5. Stash book bags safely so that they won’t trip people.

6. Report all illnesses, injuries, breakages, or spills to your laboratory instructor immediately.

7. Clean broken glass (glass that is not contaminated with any chemical reagents, blood, or bacteria) can be swept up using the dust pan and placed in the broken glass container. If the glass is contaminated in any way, keep the area clear to prevent tripping or laceration hazards, and consult your instructor for proper disposal guidance. A broken glass flow-chart is available in the lab to help you decide what to do.

8. Notify your instructor if any of the equipment is faulty.

9. Clean up your entire work area before leaving. Put away all equipment and supplies in their original places. Disinfect your work surface if the lab activity involved any infectious materials.

10. Use the appropriate waste containers provided for any infectious or hazardous materials used in lab.

11. Safety information about hazardous chemicals used in the lab activities can be found in the Material Safety Data Sheets (MSDS), located in the Right-to-Know Binder in the safety station. We (faculty and students) should be fully aware of the properties of the chemicals we are using. Please use the MSDSs. If you cannot find the MSDS for the reagent you are using in lab, inform your instructor. They are also relatively easy to find online. A keyword example is “Sodium Chloride MSDS.”

12. Wash your hands before leaving the lab room.