

## VALENCIA COLLEGE LABORATORY RULES West Campus

Prevention is the key to a safe and effective laboratory experience.

### General Safety Policies

1. Always follow all written and verbal instructors' directions. If you do not understand a direction or part of a procedure, ask the instructor before proceeding.
2. No working in the lab without your instructor present.
3. No food or drink in the lab. No candy or gum in the lab.
4. Do not apply cosmetics in the lab.
5. No smoking in the lab.
6. Conduct only authorized experiments. Never do anything in the laboratory unless it has been explicitly called for in the laboratory procedures or by your instructor.
7. Be prepared for your work in the laboratory. Read all procedures thoroughly before entering the laboratory.
8. Never fool around in the laboratory. Horseplay, practical jokes, and pranks are dangerous and prohibited.
9. Observe good housekeeping practices. You must maintain an uncluttered area at all times. You must hang purses, backpacks, coats in the space provided and keep aisles between work benches free. Bring only your laboratory instructions, worksheets, and/or reports to the work area.
10. Keep aisles clear. Push your chair under the desk when not in use.
11. Know the locations and operating procedures of all safety equipment:
  - a. Fire blanket, eye wash station and safety shower
  - b. Know where the fire alarm and exits are located
  - c. Spill absorbent and neutralization materials
  - d. Fire extinguisher
  - e. First Aid Kit
12. Always work in a well-ventilated area. Use the fume hood (or snorkels) when working with volatile substances or poisonous vapors. Never place your head into the fume hood.
13. Notify the instructor immediately of any unsafe conditions you observe.
14. Dispose of all chemical and biological waste properly. Never mix chemicals in sink drains. Sinks are to be used only for water and those solutions designated by the instructor. Solid chemicals, metals, filter paper, and all other insoluble materials are to be disposed of in the proper waste containers, not in the sink. Check the label of all waste containers twice before adding your chemical or biological waste to the container.
15. Read carefully all labels and equipment instructions before use.
16. Keep hands away from face, eyes, mouth and body while using chemicals. Wash your hands with soap and water after performing all experiments. Clean and rinse your lab station at the end of the lab period. Keep all equipment clean.
17. Experiments must be personally monitored at all times. You will be assigned a laboratory station at which to work. Do not wander around the room, distract other students, or interfere with the laboratory experiments of others.
18. You may not enter the prep room area, other than in an emergency situation, without special advance permission.
19. Unauthorized visitors are not allowed.
20. Inform your instructor if you have any medical condition (including pregnancy) that may compromise your safety in laboratory. This can be done in a private meeting between you and your instructor. Ask your instructor for a list of chemicals used in the experiments to help determine in which experiments you may participate. Show the list to your physician and follow his/her recommendations.

***You may be removed from the lab for inappropriate behavior!***

### Eye protection/Clothing

21. For Chemistry and Microbiology laboratories, safety goggles are required. Other courses may require occasional use of goggles. Goggles are available in the lab or you may bring your own.  
**Goggles must meet ANSI Z87+D3 standards, protects against splash and high impact.**

22. Contact lenses, especially soft lenses, can trap irritating vapors against the eye. Contact lenses should not be worn in the laboratory.
23. Dress properly during a laboratory activity: wear full-coverage clothing that covers shoulders, chest, abdomen, and legs to the knee or lower. Tie back long hair. Avoid clothing items that dangle.
24. You must wear shoes that fully enclose your feet: no sandals, flip-flops, or open-heeled slides are allowed in the laboratory rooms.
25. Certain courses require the use of an apron or lab coat (knee length or longer for the most effective coverage). Follow the instructions provided for your course regarding these items.

***You will not be allowed into or remain in the lab if wearing inappropriate shoes or clothing.***

### **Accidents and Injuries**

26. **Report all accidents (spills, breakage, etc.) or injuries (cuts, burns, etc.) to the instructor immediately regardless of severity.** In the event of true emergency, call 911 after advising the instructor. In case the instructor is injured and unable to call 911, do not hesitate to dial 911 for emergency assistance. Campus security may be reached at **407-582-1000**.
27. If a chemical should splash in your eye(s) or on your skin, immediately flush with running water from the eyewash station or safety shower for at least 15 minutes. Notify the instructor immediately.

### **Handling Chemicals**

28. All chemicals in the laboratory are to be considered dangerous. Do not touch, taste, or smell any chemicals unless specifically instructed to do so. You must avoid or minimize skin contact with all chemicals (*gloves are available*). The proper technique for smelling chemicals fumes will be demonstrated to you.
29. Check the label on chemical bottles twice before removing any of the contents. Take only as much chemical as you need and transfer to a labeled container. Keep caps on reagent bottles. Never switch caps.
30. Never return unused chemicals to their original containers.
31. Never use mouth suction to fill a pipette. Use a rubber bulb or pipette pump.
32. When transferring reagents from one container to another, hold the containers away from your body.
33. Handle flammable hazardous liquids over a pan to contain spills. Never dispense flammable liquids anywhere near an open flame or source of heat.
34. Never remove chemicals or other materials from the laboratory area.
35. Take great care when transferring acids and other chemicals from one part of the laboratory to another. Hold them securely and walk carefully.
36. Always know the hazards and physical and chemical properties of the materials used. Safety Data Sheets (SDS) (formerly called Material Safety Data Sheets (MSDS)) are located in the prep areas and are available by asking the instructor. There are also many sources available on the internet.

### **Handling Glassware and Equipment**

37. Never handle broken glass with your bare hands. Use a brush and dustpan to clean up broken glass. Place broken or waste glassware in the designated glass disposal container. Examine glassware before each use. Never use chipped or cracked glassware. Never use dirty glassware.
38. Before unplugging electrical equipment, turn equipment off. When removing an electrical plug from its socket, grasp the plug, not the electrical cord. Hands must be completely dry before touching an electrical switch, plug, or outlet. Do not use damaged electrical equipment.

### **Heating Substances**

39. Be cautious with flames and flammable solvents. Keep bags, purses, and papers away.
40. Never leave a lit burner unattended. Never leave anything that is being heated or is visibly reacting unattended. Always turn the burner or hot plate off when not in use.
41. Do not place hot crucible directly on the laboratory desk. Always use an insulating pad. Allow plenty of time for hot apparatus to cool before touching it.

**Disclaimer: At times, your experiments may require additional safety measures not mentioned here. Follow all instructions given by your instructor in these situations.**

## Laboratory Safety Contract:

I, \_\_\_\_\_ (student's name) have read, understand and agree to follow all the laboratory rules set forth in this contract. To ensure my own safety as well as that of other students and instructors in my class, I understand that I must obey these rules, as well as additional verbal and written procedures set forth by my instructor. I understand that the laboratory can be a dangerous place and that following these laboratory rules is critical to my continued participation in lab activities. By agreeing to follow this Laboratory Safety Contract, I understand that my failure to follow the laboratory rules may result in serious consequences, including but not limited to a reprimand, removal from the course, student conduct proceeding, or other discipline as appropriate.

I understand that I am responsible for determining whether any medical conditions I may have, including pregnancy, will compromise my safety in the lab. It is my responsibility to ask my instructor for a list of chemicals used in the experiments and to consult my physician for his or her recommendations about my participation.

\_\_\_\_\_  
Student Signature **Note: A parent or legal guardian signature is required below for any student under the age of 18 years.**

\_\_\_\_\_  
Date

Instructor \_\_\_\_\_

Course Name \_\_\_\_\_

Course Number \_\_\_\_\_

CRN# \_\_\_\_\_

Lab Room \_\_\_\_\_

For the Parent or Guardian (if under 18 years old):

I have read and reviewed the laboratory rules with my child and ensured that he/she understands them. I understand the behavior that is expected of my child and will ensure that he/she complies with the laboratory rules and any directives of the instructor.

\_\_\_\_\_  
Parent/Guardian Signature for minor

\_\_\_\_\_  
Date