



Chemistry Laboratory Safety Agreement

In the interest of safety and accident-prevention, there are regulations to be followed by all credit students in designated science laboratory rooms at Carroll Community College. Faculty and staff members are authorized to deny the use of any laboratory to students who do not adhere to the regulations mentioned below or in instances when the safety of any of the student, staff or faculty member in the laboratory might be jeopardized.

Regulations for all science laboratories are as follows:

1. Lab experiments have been designed to minimize unnecessary exposure to any hazardous substances; however, it is not advisable for pregnant women or those with certain medical conditions to be exposed to any chemicals or microbes. A list of all chemicals, specimens, and/or microbes used in the laboratory is attached for your benefit. If you are pregnant, or you suspect, should become, or plan to become pregnant during the semester, or have any medical condition or concern, including but not limited to the following, immunocompromised system, seizures, epilepsy, severe allergies, it is your, the student's, responsibility to consult with your medical care provider regarding any medical issue associated with taking this lab and communicate accordingly with the Chief Compliance & Integrity Officer, Room A117, so that reasonable accommodations can be determined.
2. For Security and First Aid call 8123 on any college phone or 410-386-8123 on a cell phone or non-college phone. For emergency medical care call 911 and then follow up by calling 8123 or 410-386-8123 so that Security personnel can direct emergency services to the correct location within the college.
3. Refer to the Safety/Security Guide that is posted in every room for college safety guidelines.
4. Proper attire must be worn at all times in all science labs as designated in your specific Lab Safety Agreement, including shoes that completely cover the foot (no high-heeled shoes), and a shirt that covers the entire upper torso, including the stomach and the back. Lab coats do not fulfill this requirement but must be worn in addition when instructed by the lab professor. Long hair must be tied back. No loose or baggy clothes, or dangling jewelry is allowed. Jewelry may be secured with tape.
5. Approved safety eyewear must be worn at all times during laboratory sessions unless otherwise directed by your professor.
6. Cell phones must be turned off or left turned on in the vibration mode only. They should not be placed on the laboratory bench work station.
7. Food, drinks, chewing gum, tobacco products, and applying cosmetics are prohibited in the laboratories. Hands, pencils, pens, etc. must be kept away from the eyes, nose, and mouth in order to avoid contamination.
8. As directed by the lab professor, laboratory desks and floor areas must be clear of extra books, clothing and other personal/extraneous items in order to avoid accidents.
9. Be organized. Maintain a clean, open work area free of anything except materials directly required for the exercise. Keep laboratory material/equipment away from edges of work surfaces and electrical cords from hanging below the surface of tables.
10. Equipment and/or chemicals should never be taken out of the lab unless authorized by your professor.

11. Many of the lab activities have students moving around the lab or involve moving objects. Be alert and aware of what's going on around you.
12. Be familiar with the location and **the use** of the following in your laboratory: e.g. broken glass receptacle, first-aid kit, emergency gas shut-off valves, fire blanket, closest fire alarm, fire extinguisher, eye wash, safety shower, spill kit, emergency telephone, and emergency exits and routes.
13. It is of utmost importance to know the rooms that are off-limits to the students. The students should not enter those prohibited areas.
14. **Be prepared.** Study the assigned exercise **before** you come to lab. Being familiar with the lab exercise prevents confusion and accidents. **No unauthorized experiments are to be performed.** Students must follow the procedural instructions in the lab handout/manual unless modifications to the procedures have been announced by the laboratory professor, in which case the student must follow the professor's procedural instructions.
15. Bunsen burner outlets should be turned off when not in use.
16. Lab professor must be notified immediately following an accident (even minor), breakage, spillage or potentially hazardous incident in the laboratory. **Any spillage can be cleaned up with your professor's instructions.** Early treatment can prevent long-term effects or further injury. **NEVER TOUCH ANY FORM OF BROKEN GLASS. Broken glass should be disposed of only by college personnel.**
17. To prevent possible transmission of blood-borne diseases, appropriate and approved gloves must be worn if assisting other students in accidents involving open wounds or blood flow.
18. Caution should be used when working with electrical equipment. Both high and low voltages present hazards.
19. **Students must wash their hands with soap and water before and immediately after every lab experiment and before they leave the lab.**
20. Student must clean work area in the method directed by your professor before leaving the lab.
21. Read all chemical labels carefully.
22. A chemical should never be tasted. Odors of certain chemicals or a chemical reaction can be determined by gently wafting some of the vapor towards the nose with a motion of hand.
23. Materials must be disposed of appropriately per the lab professor's instructions. Nothing should go down the drain unless specifically directed by the professor. Containers are available for waste chemicals. Broken glass should be disposed of in the broken glass receptacle and only by college personnel.
24. Unused reagents should not be returned to the reagent stock bottle. One should make sure to take only what is actually needed out of the reagent bottle. Reagents must not be contaminated.
25. Treat chemicals/microbes/specimens with the respect that they deserve. Hazards can be found on Safety Data Sheets provided.

Chemistry-Lab-Specific Regulations

26. Contact lenses should not be worn in the lab as chemicals can get between the eye and the lens.
27. Shirts must cover the entire upper torso, including arms to the mid biceps, the stomach, and the back. The entire leg must also be covered.
28. Personal protection equipment must be worn in all chemistry labs. This includes a full-length lab coat, safety goggles ANSI Z87.1 splash goggles and non-latex gloves.
29. Gloves will be provided at the start of each lab and must be removed safely and disposed of only in the designated biohazard containers.

