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## **CHEMISTRY LAB POLICIES AND PROCEDURES**

- This lab may use only by members of St. Mary's College Chemistry Department students and faculty.
- If you wish to use the Chemistry lab, you are required to get the permission from the Principal and HOD. If permission is granted, you have to give the letter for the same.
- Permission of the concerned laboratory assistant is mandatory for working in the lab.
- Please carry your student ID card with you while using the lab.
- Never work in the laboratory without the supervision of a teacher. Always perform the experiments or work precisely as directed by the teacher. Immediately report any spills, accidents, or injuries to a teacher. Never leave experiments while in progress.
- Make sure no flammable solvents are in the surrounding area when lighting a flame.
- Turn off all heating apparatus, gas valves, and water faucets when not in use.
- Do not remove any equipment or chemicals from the laboratory.
- Coats, bags, and other personal items must be stored in designated areas, not on the bench tops or in the aisle ways.
- Keep the floor clear of all objects (e.g., ice, small objects, spilled liquids).
- Silence must be mentioned in the lab at all time
- Never run in the laboratory.

### **Housekeeping**

- Keep work area neat and free of any unnecessary objects.
- Never pour chemical waste into the sink drains or wastebaskets.
- Place chemical waste in appropriately labeled waste containers.

- Properly dispose of broken glassware and other sharp objects (e.g., syringe needles) immediately in designated containers.
- Properly dispose of weigh boats, gloves, filter paper, and paper towels in the laboratory.

### **Hygiene Practices**

- Keep your hands away from your face, eyes, mouth, and body while using chemicals.
- Food and drink, open or closed, should never be brought into the laboratory or chemical storage area.
- Never use laboratory glassware for eating or drinking purposes.
- Do not apply cosmetics while in the laboratory or storage area.
- Wash hands after removing gloves, and before leaving the laboratory.
- Remove any protective equipment (i.e., gloves, lab coat or apron, chemical splash goggles) before leaving the laboratory

### **Chemical Handling**


- Always use a spatula to remove a solid reagent from a container.
- Do not directly touch any chemical with your hands.
- Never use a metal spatula when working with peroxides.
- Metals will decompose explosively with peroxides.
- Hold containers away from the body when transferring a chemical or solution from one container to another.
- Use a hot water bath to heat flammable liquids.
- Never heat directly with a flame.
- Add concentrated acid to water slowly.
- Never add water to a concentrated acid.
- Weigh out or remove only the amount of chemical you will need.
- Do not return the excess to its original container, but properly dispose of it in the appropriate waste container.
- Never touch, taste, or smell any reagents.
- Never place the container directly under your nose and inhale the vapors.
- Never mix or use chemicals not called for in the laboratory exercise.
- Use the laboratory chemical hood, if available, when there is a possibility of release of toxic chemical vapors, dust, or gases.
- When using a hood, the sash opening should be kept at a minimum to protect the user and to ensure efficient operation of the hood.

- Clean up all spills properly and promptly as instructed by the teacher.
- Dispose of chemicals as instructed by the teacher.
- Use equipment (glassware, Bunsen burner, etc.) in the correct way, as indicated by the teacher.

Before leave the lab, make sure the following has done:

- 1) Switch off all the electrical instruments used.
- 2) Switch off the main-switch.
- 3) Turn off all the burners and gas cylinder.
- 4) Replace all the chemicals in the appropriate position.
- 5) Return all the apparatus (should be properly washed).
- 6) If breakage/damage occur, it must be reported to the concerned teacher and replace it.
- 7) It is your responsibility to clean your work place
- 8) All the instruments should be handled with care and if damage occur, must be repaired
- 9) Make sure to turn off all water connection
- 10) Thoroughly clean your laboratory work space at the end of the laboratory session.



  
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