

## DEPARTMENTAL POLICY FOR CARE OF LABS

The Department of Chemistry will generally supply the equipment and chemicals needed to safely perform experiments in the laboratory. When the student enters a laboratory room, the student becomes responsible for the care of all of the supplies and equipment in that laboratory during the lab period. Any items that are damaged must be reported to the instructor, and replaced as soon as possible. All glassware and equipment should be as clean, or cleaner, at the end of the laboratory period than at the beginning of the laboratory period. All hoods and bench tops and balance areas and work areas should be as clean, or cleaner, at the end of the laboratory period than at the beginning of the laboratory period.

When a student checks into a laboratory all equipment needed should be present, in a specified location (drawer, locker, shelf, common hood, etc.) and in good condition. If an item is damaged or missing, it should be reported immediately to your laboratory instructor. Your laboratory instructor will determine if an item is damaged but usable. It is the joint responsibility of the stockroom and the instructor designated as the coordinator for all sections of the courses to make sure that each laboratory room is adequately supplied BEFORE the start of the first meeting of a laboratory course each week.

The student is then responsible for returning all of the clean, functioning items to the proper location before leaving the laboratory. It is the instructors' responsibility to see that in fact the students have done the above.

Students should immediately clean any chemical spills in the laboratory, including at their bench tops, in hoods, or in common areas. Balances, in particular, should be cleaned carefully after each use. Ask your instructor if you are uncertain of how to safely clean up a spill.