

# Chemistry Laboratory Policies

**Introduction:** Laboratory work in chemistry is necessary and vital in order for students to gain first hand experience in chemical phenomena and to develop laboratory techniques necessary for the performance of meaningful investigations. Because of the importance of the laboratory portion of each chemistry course, it is necessary that some general rules of operation be followed. In addition to the rules given below, each instructor may have additional instructions.

1. The laboratory is a place for serious work and not a place to play.
2. Approved SAFETY GLASSES **must be worn at all times** while in the laboratory.
3. Be sure that all apparatus set-ups are stable (clamps, tripods, etc.).
4. No food or beverage is to be consumed in the laboratories.
- 5. Students are required to wear clothing with no exposed skin from shoulders to ankles: No tank tops, no shorts, no short skirts, no cropped tops, etc.**
- 6. Students are required to wear full-coverage shoes: No open-toed shoes, no sandals, etc. The Department strongly recommends choosing sensible shoes for laboratory periods – consider comfort and safety.**
7. Students must know the locations and operating procedures for the use of fire extinguishers, eyewash fountains and safety showers.
8. Students are not to sit on the laboratory benches or on the floor in the laboratories.
9. First Aid materials are located in the Stockroom Office (room 303) and should be used whenever needed.
10. No chemicals or apparatus are to be removed from the Department.
11. Any spillage of chemicals must be reported immediately to the instructor for clean-up instructions.
12. All accidents and/or fires must be reported to the instructor in charge immediately.
13. Persons involved in any accident which may in any way be more than superficial should report to the University Infirmary for proper medical care. (Accidents requiring treatment at the Infirmary should be reported to the Department Chair.)
14. Fire extinguishers should be turned in to the Stockroom Office (room 303) after using so that they may be refilled.
15. Only authorized work shall be conducted in the laboratory.
16. All work is to be conducted according to the University Honor Code, and all work will be considered in the final grade for the course.
17. Be prompt for lab. Important instructions may be missed by being late. Know what is to be done during the lab period before coming to lab. Plan how best to utilize your time during the lab period.
18. The laboratory work areas are to be left in a clean and orderly condition.
19. The scheduled lab period should be sufficient to complete the assigned work. Do not expect to work late or during other times. Working at other scheduled lab times requires permission from your instructor and the instructor of the lab in which you would be working. (Alternate lab periods will only be offered to students missing their scheduled lab period due to a Mercer University event.)
20. Unexcused absences will result in a grade of zero for the lab work that was missed. Scheduled excused absences must be reported to the instructor in advance. Organic Chemistry students are required to attend at least 75% of the scheduled laboratory periods in order to receive a passing grade for Organic Chemistry courses. (Students should review the attendance policy outlined in the Organic Chemistry course syllabus.)
21. Apparatus broken during the course may be replaced by signing a Charge Slip at the Stockroom. Be sure that the Charge Slip is completed correctly.
22. Each student is financially responsible for the apparatus assigned to him or her. The laboratory materials should be kept locked in the desk when not in use. After the check-in day, no adjustments will be made without the approval of the instructor.
23. All students must check out of lab. All assigned apparatus must be present, clean, and free of labels. All charges must be paid to the Departmental Secretary (Room 331) before the final examination.