

# Chemistry Department

## Standard Operating Procedure

### Title: Working in the Laboratory

- 1) Never do unauthorized experiments.
- 2) Always wear appropriate safety equipment
  - a. Proper clothing for laboratory activities
  - b. Proper eye/face protection
  - c. Proper foot wear
  - d. Do not wear protective gloves outside the laboratory. The people that see you do not know if you are wearing clean gloves, or if the gloves are contaminated!!
- 3) Always acquaint yourself with emergency exits.
  - a. Number.
  - b. Avenues of exit.
- 4) Know where fire extinguishers are located.
- 5) Know where eye wash stations and showers are located.
- 6) Never work alone in the laboratory.
- 7) Be aware of the experiments others are doing in your laboratory.
- 8) Never dispose of chemicals in a sink.
- 9) Clean up spills immediately.
- 10) Never block a safety exit