



## Laboratory Procedures



The Lab will be open prior to the posted start time;  
If the door lock is green and the instructor is in the room, please feel free to enter.

All labs will start exactly at the posted start time!

If you are tardy, the instructor reserves the right to deny seating.

Beginning with Lab 3, Lab Notebooks should be prepared prior to entering the lab

1. All “carry-ons” should be stored in area immediately to the left of the entrance  
Nothing should be stored on the lab tables, chairs or floors
2. Sign-in at the front of the room (Beginning with week 2, pick up previous week’s lab report)
3. Take any seat (limit of 4 per table) and prepare for class

#### 4. Dress Code:

Most introductory chemistry injuries occur below the knee from breakage and/or spills  
It is recommended that these areas be covered for your protection

Legs and ankles are especially vulnerable  
What you do not want burned or spilled upon should be covered

#### 4. Food:

No food, drink, chewing gum, or open beverage containers should enter the lab.

If you eat, drink, or chew gum in the lab, the instructor reserves the right to deny seating

#### 5. Electronic Devices:

Only calculators (not phone apps, mobile devices or laptops) are allowed at the lab tables  
This is to protect expensive electronics from flame and spills.

#### 6. Safety Goggles

Not all the labs will require safety goggles Goggles are to be worn when instructed to do so  
Goggles should be worn until the instructor says it is OK to remove them  
Chemistry department will furnish goggles, but best, for hygiene, to have your own

#### 7. Facial Coverings

College policy is that masks are to be worn at all times  
Those not wearing masks will be asked to leave

All labs (except Chromatography) will follow the following order:

Lab briefing on the background information for the experiment

Lab/Safety briefing for the day’s lab session

Do the lab

Clean up your lab table and side benches

Turn-in (basket on instructor’s desk) the finished lab report

Thanks for following these guidelines!

