

ARMSTRONG STATE UNIVERSITY  
DEPARTMENT OF CHEMISTRY AND PHYSICS  
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Approved by Faculty Nov 27 2006

Chemistry Safety Policies

Students are expected to follow the **Safety Policies** of this department while in the laboratory. Most accidents occur when students do not follow instructions or try to improvise upon given instructions.

Failure of a student to comply with these regulations and procedures will result in the student being referred to the Head of the Department of Chemistry and Physics for further action commensurate with the nature and gravity of the student's breach of his or her responsibilities.

1. Each individual is responsible for being familiar with the location and proper use of the safety equipment.
2. Each individual is responsible for performing his or her job safely.
3. Each individual should study each experiment in advance to familiarize himself or herself with the possible safety hazards.
4. No unauthorized experiment is to be conducted at any time.
5. Drinking and eating in laboratories are strictly prohibited.
6. Everyone in the lab, including visitors, must wear chemical splash goggles that meet ANSI standard Z87.1 – 1989(R1998) at all times. Visorgogs meet these standards.
7. All shoulder length or longer hair must be tied back while in the laboratory.
8. Appropriate clothing must be worn.
9. All flammable materials present in the laboratory must be in fume hoods or flammable storage cabinets when flames are present.
10. The work area is to be cleaned prior to and after the experiment.
11. The instructor must be notified immediately when glass is broken or chemicals are spilled. This must occur prior to cleanup. The broken glass must be disposed of in containers provided for broken glass.
12. The use of any personal entertainment device is prohibited in the laboratory.
13. These are general procedures to be used in all labs. However, certain labs may have additional safety procedures. These additional procedures must be adhered to in those labs.

Accident and Emergency Procedures

1. Each individual must report any accident to the laboratory instructor. The lab instructor will give a written report to the Head of the Department of Chemistry and Physics and a copy to the chairman of the Safety Committee.

2. If appropriate, the instructor will follow the PROCEDURE FOR MEDICAL EMERGENCY as furnished by Armstrong Atlantic State University and prominently Posted on campus. The Office of University Police number is (912)-921-5555.

### **Storage Procedures**

1. All gas cylinders must be secured. When not in use, the cap must be in place.
2. All chemicals must be stored according to standard safe practices. Acids and bases must be stored in cabinets designated for their storage. Flammable materials must be stored in flammable storage cabinets.

### **Disposal Procedures**

The laboratory instructor must supervise the disposal of waste and excess chemicals. Below is a guideline for disposal of chemicals.

1. Organic waste should be collected in the containers provided.
2. Heavy metal waste should be collected in the containers provided.
3. Aqueous solutions of acids and bases with concentrations greater than 1 M should be neutralized or diluted, then washed down the drain with copious amounts of water.
4. Aqueous solutions of acids and bases with concentrations less than 1 M should be washed down the drain with copious amount of water.