UAA Chemistry Department
Lower-Division Teaching Laboratory
Safety Agreement and Procedures

1. General Procedures

   a. Any person who intends to use chemistry department teaching laboratory facilities (lab or laboratory herein) shall first participate in a safety orientation conducted by trained university personnel. This safety orientation shall include, at a minimum, an overview of the UAA Chemical Hygiene Plan (CHP) and the Chemistry Department Teaching Laboratory Safety Agreement and Procedures (SAPs).

   b. All students, visitors, and employees shall abide by and all employees shall enforce the CHP and SAPs. These protocols are in place to minimize health and safety risks. Failure to do so shall result in administrative action.

   c.

l. All exits shall be clearly marked, be unobstructed at all times and be used during an emergency, natural disaster, or ordered building evacuation. Emergency escape routes shall be posted by all doors.

m. In the advent of a visible fire or the sound of a building fire alarm, everyone

building. See the current University Incident Action Plan for employees and -

https://www.uaa.alaska.edu/about/administrative-services/departments/university-police-department/_documents/evacalarmiap-2.pdf

n. In the event of an earthquake, everyone should remain calm, get under a bench or stand against an inside wall. Do not stand in a doorway or against windows. When the shaking stops, check for personal injuries and then determine whether

regarding any building evacuation.

o. During a building evacuation, if time and safety permits, shut off all electrical devices and stop any chemical procedures. Collect personal belongings then calmly proceed to exit the building via the nearest and safest exit. Do not use the elevators. Offer aid to injured parties. Once outside, stay at least 50 to 100 feet from any buildings. Do not leave the class evacuation assembly point until the instructor has personally accounted for everyone in your class.

3. Personal Safety

a. Consult your healthcare provider prior to attending any chemistry laboratory if you have any special medical conditions (asthma, epilepsy, pregnancy, breastfeeding, etc.) or any other medical concerns. Voluntarily inform your instructor of any relevant medical condition(s) that could pose a safety hazard to yourself or others.

b. Smoking, eating and drinking are strictly forbidden in laboratories. Any visible food / drink container shall be discarded in a garbage bin. Gum and mints are considered food items. Food and beverage containers may not be left on the floor outside laboratory doors as they pose tripping and slipping hazards. Finish consuming all food and drink items prior to entering lab, and place empty containers in the garbage bin outside the laboratory or in a backpack. Shelves outside labs may be used to temporarily store unfinished food and drinks.

c. Appropriate attire is required in all laboratories at all times. The function of clothing in the chemistry laboratory is two-fold. It serves as a modesty shield and

turned off or placed in the silent or vibration mode and be kept in a pocket, purse, or backpack. Before handling a cell phone, gloves must be removed and hands washed to prevent chemical contamination. If a call is received regarding a family or medical emergency, calmly inform the instructor and leave the room to continue the call. If an emergency occurs inside the laboratory, the hard-wired phone inside the laboratory or a cell phone may be used to contact emergency personnel.

p. When making an emergency call, dispatch will need to know:

   i. Your name and location (building, room number, building address)
   ii. The nature of your emergency
   iii. Type and severity of injuries
   iv.

d. All cabinets and drawers should be kept closed when not in use to avoid catching and bumping hazards.
e. All glassware should be cleaned and stored following the protocol below:
    i. Organic solutions must be disposed in the appropriate waste container. Additionally, this glassware must then be rinsed with distilled water and rinsings disposed in the appropriate waste container before washing the glassware in a sink.
    ii. Inorganic solutions that are toxic or damaging to the environment must be disposed in the appropriate waste container. Additionally, this glassware must then be rinsed with distilled water and rinsings disposed in the appropriate waste container before washing the glassware in a sink.
    iii. Always clean used glassware at the lab sink using soap, tap water and a brush.
    iv. Rinse with distilled water before drying each piece carefully and storing it in the appropriate drawer.

f. Prior to exiting from the laboratory, verify the following:
    i. Glassware is clean, dry and placed in the appropriate drawer.
    ii. Common-use equipment and areas are clean (balances, etc.).
    iii. H
    applicable).
    iv. The computer is logged off or shut down (section dependent).
    v. Chairs / stools are pushed underneath the counter (where applicable).
    vi. The lab bench is washed with water and wiped with paper towels.
    vii. Hands are washed with soap and water.
    viii. Students are signed out from the lab.
    ix.