

# General Lab Rules

## Foothill Technology High School Science Department

1. **DO NOT TOUCH EQUIPMENT WITHOUT PERMISSION.** All unauthorized experimentation is strictly forbidden. This includes all chemicals, models, or apparatus. Don't do any lab procedures unless definitely assigned or controlled by the instructor.
2. **LISTEN CAREFULLY TO ALL INSTRUCTIONS.** Wait until all directions are given before you begin your experiment. Listen for instructions that may be given during your work.
3. **READ AND UNDERSTAND ENTIRE WRITTEN LAB INSTRUCTIONS BEFORE BEGINNING.**
4. **WHEN REQUIRED, COMPLETE ALL REQUIRED PRE-LAB WORK AND GAIN APPROVAL BEFORE BEGINNING LAB.** All procedures, data tables, hypotheses and correct titles must be in place in your lab notebook before you may begin lab work.
5. **HANDLE ALL EQUIPMENT CAREFULLY.** Remember it is delicate or perhaps made of glass and will not stand rough handling. Also, remember that most of the apparatus is quite expensive, and not easily replaced.
6. **WHEN HEATING CONTAINERS, POINT OPENING AWAY FROM FACE.** Test tubes often spurt when heated. Some chemicals are corrosive to skin, or will make a hole in cloth.
7. **NEVER EAT IN LAB OR DRINK OUT OF GLASSWARE.** Be careful of inadvertently transferring chemicals to your mouth, other parts of the body, and clothing. For example, by chewing fingernails or pencils. Wash your hands after doing any lab activity.
8. **WEAR PROTECTIVE CLOTHING.** When working with chemicals, wear close-toed shoes and tie long hair back to prevent injury. Do not wear shorts or short skirts when working with chemicals unless protected by an apron. Wear

protective eyewear when working with chemicals that may splash or create gasses.

9. **BE CAREFUL OF HOT GLASS.** Do not lay hot glass tubing or glassware directly on the table. Use the mats provided. Don't put away glassware or metal that is too hot to touch. Do not place hot glass on a cold surface. Do not wash heated glassware until you can carefully hold in your hand.
10. **BE CAREFUL NOT TO CONTAMINATE A SUPPLY BOTTLE.** Avoid putting the stopper down if possible. Use disposable papers with solids. Use the same supply spoon with the same chemical. Don't put any excess material back into the supply bottle!
11. **DO MORE THAN YOUR SHARE TO KEEP THE LAB CLEAN.** Always throw away all trash, slips of paper, matches at the end of lab. Wipe down your table and return all lab equipment. Your instructor will excuse each table only when your work area and the central lab supply area is clean and in order.
12. **IF THERE IS AN ACCIDENT - INFORM THE INSTRUCTOR.** Do not hide injuries or broken equipment. Remember that you are responsible for the equipment in your possession during lab and the instructor is responsible for your safety.
13. **DISPOSE OF WASTE AND BROKEN GLASS AS INSTRUCTED.** Solid wastes do not go down the sinks. Glass will go in specific containers. Some chemicals are disposed of in specific manners as well as some organic material.
14. **HORSEPLAY IS FORBIDDEN IN LAB.** You will be sent to the office, given a detention, and lab privilege will be removed for a specific length of time.
15. **DISSECTION EQUIPMENT MAY ONLY BE USED WITH SPECIMENS.** Any misuse of dissection tools will result in disciplinary action.

I understand, have read and agree to follow these rules when involved in laboratory experiences. I understand that by not following these rules, I could hurt myself and/or lose my lab privileges for a length of time determined by the instructor.

\_\_\_\_\_ Date: \_\_\_\_\_