All students prior to beginning work in these facilities must review and agree to abide by the following safety protocol.

**Laboratory Access and Conduct.**

* Use of the laboratory is restricted to students currently enrolled in UW Bothell laboratory classes or those working on a research project with a faculty member.
* Students are not allowed in the preparation laboratories or research laboratories without explicit permission.
* No food or drink is allowed in the laboratory. Chemical reagents, live bacteria, and/or preserved specimens may be used in the laboratory and could easily contaminate food and drink.
* Be prepared to work in the laboratory. It is important to have adequate rest, food and drink to prevent dizziness and fainting.
* The laboratory tables are for the conduction experiments only and should *not* be used as a storage area or place to sit.
* Follow the specific laboratory procedures outlined by the instructor and/or written in the laboratory manual. Additional experiments are *not* allowed. Instructor approval is required for changing or designing new laboratory procedures.
* Do not remove materials from the laboratory, including glassware, slides, chemical reagents, and the provided protective equipment.

**Personal Protective Equipment (PPE) and Laboratory Attire.**

* Wear closed toed shoes and long pants or skirt. Shorts, Capri pants, or any other lower-body coverings that leave skin exposed or unprotected are *not* allowed.
* Tight fitting lower-body coverings (e.g. tights, leggings, and yoga pants) are strongly discouraged as they hold spilled chemicals close to the skin, which may result in accelerated chemical burns that are more severe.
* Wear protective eyewear, gloves and laboratory coats when directed to do so by the laboratory instructor. Laboratory coats when worn should be fastened at all times.
* Tie back long hair and tuck it inside the laboratory coat or use other techniques to ensure that it cannot come into contact with chemicals or the laboratory bench when leaning forward. Also remove or secure dangling jewelry and loose clothing.
* Keep your hands away from your face, eyes, mouth and body while using chemicals, laboratory equipment or laboratory specimens. Remove protective gloves and wash your hands with soap and water before leaving the laboratory.
* During the first laboratory period, locate the following safety items in the laboratory:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Fire Extinguisher |  | Telephone |
|  | Eye Wash |  | Broken Glass Disposal Box |
|  | Emergency Shower |  | First Aid Kit |

**Accidents.**

* Be alert to unsafe conditions and report them to the instructor for correction.
* Report all accidents immediately (e.g. cuts, spills, breakage or equipment damage) to your instructor or a laboratory staff member.
* If a chemical splashes your eyes or skin, immediately flush with running water for 15 minutes. Notify the instructor.
* A chemical spill response kit is available in the laboratory. Use only if you have been trained to do so.
* Clean up broken glass immediately with a dust pan and brush and deposit in the broken glass disposal box.

**Chemical Handling.**

* Carefully read all labels on the chemical reagents before dispensing any of the contents.
* Keep chemical containers closed when not in use.
* Label all glassware with the contents (no un-labeled beakers of clear liquid!)
* Replace reagents to the appropriate storage areas.
* SDS (Safety Data Sheets) formally called MSDS (Material Safety Data Sheets) for all chemical reagents are available from the instructor and on MyChem <http://www.ehs.washington.edu/epomychem/index.shtm>.

**Waste Disposal and Housekeeping.**

* Dispose of all chemical waste properly, as directed by your laboratory manual or instructor. Read all labels on hazardous waste collection containers before discarding waste.
* Do not discard solid waste materials (i.e. paper towels), hazardous chemicals, or biohazardous waste in the laboratory sinks. Dispose of these materials as directed by the instructor.
* Dispose of paper towels and gloves in black or gray trash cans, *not* blue recycling bins.
* When finished with experimental procedures:
	1. If a Bunsen burner had been used, check that the gas valve is turned off completely.
	2. Turn off hot plates and allow to cool before returning to the storage location.
	3. Clean all glassware as directed and return to the appropriate location.
	4. Wipe down laboratory bench, and any communal areas and the balance areas if used.
	5. Put away or dispose of PPEs as directed by instructor.

I First Name Middle Initial Last Name

have read and understand all of the information presented in the UW Bothell Laboratory Safety Rules given above. Furthermore, I agree to abide by the laboratory safety rules and I understand that these policies are in place to ensure the safety of all UW Bothell students, staff and faculty as well as the protection of UW Bothell property and the environment. Failure on my part to follow these laboratory safety rules may result in me being denied access to UW Bothell laboratory facilities.

Signature: Date:

(Parent or guardian must sign if student is under 18.)

Course: Section Letter: