

Safety Rules for Undergraduate Research and Senior Projects Lab

Luther College Department of Chemistry

Part I. Instructions for the supervisor of student research:

This form (Safety Rules for Undergraduate Research and Senior Projects Lab) will be reviewed and filled out each term for each student researcher. The teaching lab “Laboratory Safety Rules” sheet should also be filled out each term for each research student.

Two copies of each of the following should be printed out by the student researcher’s supervisor:

- 1) “Safety Rules for Undergraduate Research and Senior Projects Lab”
- 2) “Laboratory Safety Rules”

One copy of each of the above two forms should be filled out.

The student’s research supervisor will give one filled out copy of each of these forms to the stockroom manager immediately after the student researcher has filled them out. The second, blank copy of the forms will remain with the student researcher.

The student’s research supervisor will retrieve the “Safety Rules for Undergraduate Research and Senior Projects Lab” form from the stockroom manager at the end of the term and will have the student researcher go through the check out procedure.

Part II. Instructions for the student researcher AND supervisor:

Together with your faculty research supervisor, discuss the following points:

- The “Laboratory Safety Rules” safety rule sheet, especially those rules pertinent to your specific research activity. Especially note locations of research-specific safety equipment here:

- Special safety concerns for your research activity – list topics below (liquid nitrogen, vacuum lines, special reagents, etc.):

- Waste: Obtain a properly labeled waste container from the stockroom manager, and follow the stockroom manager’s instructions for waste collection and disposal.
- All containers must be labeled. This includes all types of containers including, but not limited to, containers for samples, dispensing, waste, and reactions. All containers must be labeled with your initials, start date, and identity of contents and/or sample code referenced to the lab notebook.
- If you must leave a reaction set up in a hood, or a procedure on the bench top, leave a note about the nature of the procedure and how to reach you and your supervisor after hours.
- Supervision in the lab:
 - Always inform your supervisor when you plan to work and let him/her know when you finish.
 - An undergraduate student researcher will do his/her work only when he/she can be supervised by his/her faculty research advisor or by a predetermined substitute faculty supervisor.

- The dangers inherent in an experiment must be thought through and discussed to determine the level of student/supervisor contact; in some cases, this may require that the supervisor be in the lab with the student.
- No matter what the experiment or procedure, if the faculty person is not within visual or audible contact with the student, the faculty person must visit the student researcher at appropriate periodic intervals to check in with the student for both safety and pedagogical reasons.
- The student does NOT have the option of leaving glassware in the stockroom to be washed by others. In general, wash all glassware, rinse it with deionized water, allow to dry/drain and return it to the shelf.
- When a student researcher plans to remove chemicals or equipment from the stockroom, etc., he/she must first consult with his/her supervisor and/or the stockroom manager and then leave a card with his/her name, date and where the items will be found and any other information the stockroom manager requests. If a box is emptied or the last of anything is taken, the stockroom manager MUST be informed. DO NOT leave empty boxes on the shelf.
- References available: MSDS, Chemical Hygiene Plan, Prudent Practices, Chemistry Technician Handbook, Merck Index. List other safety references specific to your research:

Print student researcher's name: _____

Signed by

Student: _____ Date: _____

Supervisor: _____ Date: _____

Department head: _____ Date: _____

Check out:

- There will be the same consequences for failure to check out of lab as for your previous lab coursework.
- Check the ovens, refrigerators, hoods, freezers, drawers you've been using for any chemical samples. The student researcher has total responsibility for cleanup of his/her work area(s).
- Return all tools, glassware, supplies.
- Consult with the stockroom manager about storing waste, etc.

Signed by

Student: _____ Date: _____

Supervisor: _____ Date: _____

Stockroom Manager: _____ Date: _____