

# Lab Policy Handbook

**Department of Natural Sciences**



**LaGuardia Community College**  
CITY UNIVERSITY OF NEW YORK

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## INTRODUCTION

This Laboratory Policy Handbook contains detailed information pertaining to safety in the laboratory and important rules and regulations. The information provided in this handbook will act as a resource for all individuals in a laboratory. Students, Laboratory Instructors, and College Laboratory Technician (CLTs) *must* abide by the policies in this handbook, in order to ensure smooth functioning of the laboratory. This handbook was created and compiled by Natural Sciences Department's Laboratory Policy Taskforce. We hope you have an exciting and *safe* laboratory experience.

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Dionne Miller  
Chairperson, Natural Sciences Department

## **LABORATORY SAFETY**

*For more details on the following guidelines please refer to LaGuardia Environmental Health and Safety Laboratory Safety, and CUNY Laboratory Safety Manual found in the links page.*

## I. General Laboratory Compliance

- A. During the first laboratory session, instructors will introduce students to Laboratory Safety via video or PowerPoint presentation. Students **must** then sign the Safety Agreement Form.
- B. Lectures held in a laboratory room **must** abide by the laboratory safety rules. Lecture instructors will introduce students to Laboratory Safety via a PowerPoint presentation. Students **must** then sign the Safety Agreement Form.
- C. Children (under 18) and visitors are **not** allowed to enter the laboratory under any circumstances.
- D. For all laboratories, instructors should remind their students to organize their work area and place chemicals/materials in their proper place.
- E. The instructor **must** be the first person to enter the laboratory and the last to leave ensuring that the laboratory door is locked.
- F. Students **must** be under supervision at all times. If the instructor needs to step-out of the laboratory, the CLT on duty must be notified.
- G. CLTs will randomly inspect all laboratories in session to check for safety violations.
- H. Instructors **must** dismiss non-compliant students from the laboratory session.
- I. Offenders, both students and instructors, will be reported to the course coordinator and Department Chair.
- J. If students display any disruptive or aggressive behavior, immediately contact Public Safety at **Ext: 5555**.

## II. Chemical Hygiene –*Laboratory Instructors have the authority to implement more stringent policies within laboratories under their supervision and are encouraged to do so.*

- A. Food and Beverage
  - i. **NO** eating (includes gum and candy) and/or drinking in the laboratories.
  - ii. All food and beverages **must** be out of sight at all times in the laboratories.
  - iii. Do not dispose of food/beverages in the laboratory waste bin.
  - iv. Do not store personal food/beverages in the laboratory refrigerators or freezers.
  - v. Ice from Ice machines are not for human consumptions.
- B. Proper Attire
  - i. Shoes enclosing the entire foot (**NO** sandals, crocs, slippers, or flats).
  - ii. Appropriate attire is required at all times (limit skin exposure: **NO** shorts, sleeveless shirts, tank tops, crop tops, skirts or dresses shorter than calf length). Lab coats may be worn to cover the upper body skin exposure only.
  - iii. Always confine long hair, loose clothing/jewelry, accessories, corded headphone and earphones.
  - iv. Do not apply make-up, hand lotions, lip moisturizers inside the laboratories.
- C. Personal Protective Equipment (PPE) - *CLTs do not provide PPE for the students*
  - i. Students **must** wear safety goggles when working with chemicals (no contact lenses).
  - ii. Students **must** wear chemical resistant gloves (nitrile gloves recommended) while performing dissections/ working with microorganisms, or waste.
  - iii. Students **must** wear lab coats when working in microbiology labs/ working with chemicals. It is recommended not to wear the lab coats outside the laboratories to avoid cross contamination.
  - iv. For students with non-complaint footwear, bookstore will sell shoe covers (chemical/slip resistant), only during the first two weeks of every semester (Not reusable). It should also be noted that students will not be allowed to wear the shoe covers beyond the two week grace period.

- D. Chemical Handling
  - i. All chemicals used during experiments must be tightly capped and chemicals under the fume hood must not be removed from their locations.
  - ii. All chemicals **must** be labeled at all times.

### III. Waste Management

- A. Chemicals must **NEVER** be disposed in sinks or drains.
- B. If experiment generates chemical waste, make sure there is a properly labeled container available in the Satellite Accumulation Area (SAA) prior to the start of any laboratory experiment otherwise, notify technician.
- C. Faculty **must** closely observe all students when transferring chemical waste between containers.
- D. In case of a spill, clear the area and contact the CLT on duty.
- E. Waste bottles should be tightly closed when not in active use.
  - i. Students disposing of waste need to open the waste bottle and use the designated funnel to dispose of the chemical safely.
  - ii. Students and Instructor must remove any funnels and close the waste container immediately after each transfer.
- F. During chemical usage, fume hoods **must** be on and opened to their stash points. Otherwise fume hoods should be closed at all times.
- G. If unsure about any aspects of waste management do not hesitate to ask a CLT or LaGuardia Community College's Environmental Health and Safety (EHS) Department **Ext: 5507**.

### IV. Fire Safety and Emergency Equipment

- A. Instructors **must** ensure that the gas source and all gas valves are shut off prior to leaving the laboratory. In case of a gas odor, contact the CLT on duty.
- B. In case of fire, evacuate room immediately and call Public Safety at **Ext: 5555**.
- C. DO NOT attempt to extinguish a fire unless trained.
- D. All CLTs and lab instructors **must** have Certificate of Fitness (C-14) within six months of appointment.
- E. In case of an accident, immediately inform your instructor and follow the safety measures below:
  - i. *Safety Shower*  
Evacuate room and instruct the student to remove clothing and remain in shower for a minimum of 15 minutes.
  - ii. *Eyewash Station*  
Instruct the student to use eyewash for a minimum of 15 minutes.
  - iii. *First-Aid Kit*  
Located in every laboratory near the exit door.
- F. Accident follow-up
  - i. File an Incident Report Form with Public Safety.
  - ii. SDS (Safety Data Sheet) will be provided upon request, located in the laboratory prep-rooms.
  - iii. Work with Chief CLT, CHO, and Department Chair to mitigate future risks.

### V. Students with Medical Conditions

- A. During orientation, encourage students to notify their instructor if they have any existing medical conditions such as diabetes, pregnancy, epilepsy, etc.

- B. Once established, students should get the Laboratory Fitness and Health Consent Form signed by their doctor before participating in laboratory experiments.
  - i. SDS, class syllabus, & any other helpful information can be provided upon request.
- C. The completed form must be collected by the instructor and submitted to the CLT on duty.

## VI. Hazard Communication

- i. SDS, for all stored or in use chemicals, must be available.
- ii. Must have labels on every bottle (including water).
- iii. Food/ beverage containers must never be used to store chemicals.
- iv. Internal Resources: *For more details, please refer to LaGuardia's Public Safety Emergency Guide.*

### **1. Campus Public Safety**

- a. 718-482-5555

### **2. Campus Environmental Health and Safety Director**

- a. Peter Jayasekara, 718-482-5507

### **3. Campus Environmental Health and Safety Specialist**

- a. Denise Gomez, 718-482-5507

### **4. Campus Chemical Hygiene Officer**

- a. Lhamo Tshering, 718-482-5772

### **5. Chief College Laboratory Technician**

- a. Alfredo Cifuentes, 718-482-5751

### **6. College Laboratory Technicians**

- a. Biology 718-482-5757
- b. Chemistry 718-482-5783 / 718-482-8907



**DARE TO DO MORE**

*Natural Sciences Department*

**CHEMISTRY LABORATORY FITNESS AND HEALTH CONSENT FORM**

**Course Precautions:** As a participant in this course, you acknowledge that exposure to volatile, flammable, carcinogenic and corrosive chemicals are possible.

Students are required to stand for a period no less than three (3) hours to complete the laboratory experiment.

Pregnant students (or those planning to become pregnant) **MUST** inform their instructor prior to conducting the experiment and provide the signature of a medical physician granting permission to participate in the laboratory experiment.

Student Consent:

To whom it may concern,

“I, \_\_\_\_\_, have enrolled in Chemistry \_\_\_\_\_ at LaGuardia Community College. I recognize that the course may involve strenuous physical activity including standing for long periods of time, walking as well as exposure to potentially harmful chemical compounds.

I hereby affirm that I am in good physical condition and do not suffer from any known condition that will limit my participation in any or all laboratory experiments.

I \_\_\_\_\_, acknowledge that my enrollment and subsequent participation is purely voluntary and I will abide by the safety guidelines outlined by the LaGuardia Community College Natural Sciences Department and all other applicable safety and environmental compliance requirements.

I HEREBY AFFIRM THAT I READ AND FULLY UNDERSTAND THE ABOVE STATEMENTS.

\_\_\_\_\_  
(Participant Signature)

\_\_\_\_\_  
(Participant Name Printed)

\_\_\_\_\_  
(Empl ID #)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Physician Signature)

\_\_\_\_\_  
(Physician Name Printed)

\_\_\_\_\_  
(Facility where physician is practicing)

\_\_\_\_\_  
(Date)



**DARE TO DO MORE**

*Natural Sciences Department*

**BIOLOGY LABORATORY FITNESS AND HEALTH CONSENT FORM**

**Course Precautions:** As a participant in this course, you acknowledge that exposure to volatile, flammable, carcinogenic, corrosive chemicals, and/or microorganisms are possible.

Pregnant students (or those planning to become pregnant) **MUST** inform their instructor prior to conducting the experiment and provide the signature of a medical physician granting permission to participate in the laboratory experiment.

Student Consent:

To whom this may concern,

“I, \_\_\_\_\_, have enrolled in Biology \_\_\_\_\_ at LaGuardia Community College. I recognize that the course may involve exposure to various chemicals and/or microorganisms.

I hereby affirm that I am in good physical condition and do not suffer from any known condition that will limit my participation in any or all laboratory experiments.

I \_\_\_\_\_, acknowledge that my enrollment and subsequent participation is purely voluntary and I will abide by the safety guidelines outlined by the LaGuardia Community College Natural Sciences Department and all other applicable safety and environmental compliance requirements.

I HEREBY AFFIRM THAT I READ AND FULLY UNDERSTAND THE ABOVE STATEMENTS.

\_\_\_\_\_  
(Participant Signature)

\_\_\_\_\_  
(Participant Name Printed)

\_\_\_\_\_  
(Empl ID #)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Physician Signature)

\_\_\_\_\_  
(Physician Name Printed)

\_\_\_\_\_  
(Facility where physician is practicing)

\_\_\_\_\_  
(Date)

## ATTENDANCE AND PUNCTUALITY

### I. INSTRUCTORS

- A. Instructors are expected to start laboratory sessions on time and not exceed their assigned time.
- B. CLTs need to be notified by the instructors if laboratory session will start after the assigned time.
- C. In case of laboratory cancellations or coverage, the instructor needs to inform the coordinator and the CLTs.



## II. STUDENTS

- A. Students are expected to be punctual to laboratory sessions.
- B. Students are required to wait 15mins/hour of class session when instructors are delayed. Attendance sheet **must** be signed by the students before leaving.
- C. Students' attendance will not be affected if an instructor is late beyond (15min/hour). However, they will miss the laboratory material covered.
- D. Under the instructor's discretion, late students (maximum 30min) may not be allowed in the laboratories.
- E. The maximum number of excused absences is limited to 15% of the number of class hours. Absences are counted from the first day of class even if they are a result of late registration or change of program.
- F. Absence from the laboratory with no make-up will lead to a grade of "0" for the material missed.
- G. To work on mannequins and specimens with a different section:
  - i. A request must be made by the student to the host laboratory instructor.
  - ii. Host instructors have the right to decline students if there is a shortage in space or material.

## MAKE-UP POLICY

*This policy is to be announced at the beginning of the semester by all laboratory instructors.*

### I. SAFETY AGREEMENT- *For students who missed the first day of classes*

#### A. CHEMISTRY

- i. Students **must** obtain the Chemistry Laboratory Safety Make-up Form from Rm. E-314/E-343.
- ii. Students **must** get the form signed by the Library's Media Center personnel after viewing the video.
- iii. The completed form **must** be submitted to the CLTs in Rm. E-314/E-343.

#### B. BIOLOGY

- i. Students **must** obtain the Biology Laboratory Safety Make-up Form from Rm. E-315.
- ii. Students must get the form signed by the Tutoring Center personnel after viewing the safety PowerPoint.
- iii. The completed form **must** be submitted to the CLTs in Rm. E-315.

#### C. PHYSICS

- i. Students **must** obtain the Physics Laboratory Safety Make-up Form from Rm. E-343.
- ii. Students **must** get the form signed by the Tutoring Center personnel after viewing the safety PowerPoint.
- iii. The completed form **must** be submitted to the CLTs in Rm. E-343 for Physics.

#### D. LECTURES HELD IN THE LABORATORIES

- i. Students **must** obtain the Lecture Safety Make-up Form from Rm. E-315.
- ii. Students **must** get the form signed by the Tutoring Center personnel after viewing the safety PowerPoint.
- iii. The completed form **must** be submitted to the CLTs in Rm. E-315.





**DARE TO DO MORE**

*Natural Sciences Department*

**CHEMISTRY LABORATORY SAFETY MAKE-UP FORM**

**To: Media Services Personnel**

Please allow the student below to view “Starting with Safety: An Introduction for the Academic Chemistry Laboratory” that is on reserve in the Library’s Media Center. Also, please ensure that this student views the video and upon completion please sign below to certify.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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

I certify that the above named student watched the  
Chemistry Safety video at the Library’s Media Center

Name of Student \_\_\_\_\_

Course & Section \_\_\_\_\_

Lab Instructor’s Name \_\_\_\_\_

Emergency contact Name \_\_\_\_\_

Emergency contact Phone Number \_\_\_\_\_

Student ***must*** submit this completed form to the CLTs in **Rm. E-314/E-343**.



**DARE TO DO MORE**

*Natural Sciences Department*

## **BIOLOGY LABORATORY SAFETY MAKE-UP FORM**

**To: Tutoring Center Personnel**

Please allow the student below to view “Biology Laboratory Safety PowerPoint” that is on reserve in the Tutoring Center **Rm. E-342**. Also, please ensure that this student views the PowerPoint and upon completion please sign below to certify.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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

I certify that the above named student watched the  
Biology Safety PowerPoint at the Tutoring Center

Name of Student \_\_\_\_\_

Course & Section \_\_\_\_\_

Lab Instructor’s Name \_\_\_\_\_

Emergency contact Name \_\_\_\_\_

Emergency contact Phone Number \_\_\_\_\_

Student ***must*** submit this completed form to the CLTs in **Rm. E-315**.



**DARE TO DO MORE**

*Natural Sciences Department*

## **PHYSICS LABORATORY SAFETY MAKE-UP FORM**

**To: Tutoring Center Personnel**

Please allow the student below to view “Physics Laboratory Safety PowerPoint” that is on reserve in the Tutoring Center **Rm. E-342**. Also, please ensure that this student views the PowerPoint and upon completion please sign below to certify.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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

I certify that the above named student watched the  
Physics Safety PowerPoint at the Tutoring Center

Name of Student \_\_\_\_\_

Course & Section \_\_\_\_\_

Lab Instructor’s Name \_\_\_\_\_

Emergency contact Name \_\_\_\_\_

Emergency contact Phone Number \_\_\_\_\_

Student ***must*** submit this completed form to the CLTs in **Rm. E-343**.



**DARE TO DO MORE**

*Natural Sciences Department*

**LECTURE SAFETY MAKE-UP FORM**

**To: Tutoring Center Personnel**

Please allow the student below to view “Lecture Safety PowerPoint” that is on reserve in the Tutoring Center **Rm. E-342**. Also, please ensure that this student views the PowerPoint and upon completion please sign below to certify.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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

I certify that the above named student watched the  
Lecture Safety PowerPoint at the Tutoring Center

Name of Student \_\_\_\_\_

Course & Section \_\_\_\_\_

Lab Instructor’s Name \_\_\_\_\_

Emergency contact Name \_\_\_\_\_

Emergency contact Phone Number \_\_\_\_\_

Student ***must*** submit this completed form to the CLTs in **Rm. E-315**.

## II. LABORATORY

- A. Students may make-up a laboratory if they provide a reasonable excuse for their absence, and if sections are still available. The availability of sections can be confirmed with the CLTs Rm. E-315.
- B. Students will not be allowed to make-up any laboratory sessions without prior arrangements.
- C. The maximum number of laboratory make-ups allowed are two sessions per course.
- D. Student **must** abide by the following procedure to make-up the missed session:
  - i. A formal request **must** be made to their laboratory instructor. The laboratory instructor must make a request to the host instructor either via email or in person.
  - ii. Make-up form **must** be obtained from E-315 for Biological Laboratories or E-313/E-343 for Chemistry Laboratories prior to their make-up session.
  - iii. Upon completion of the laboratory, the host instructor must sign and date the make-up form. The signed make-up form must be submitted by the student to their regular laboratory instructor as proof of make-up.



*Natural Sciences Department*

**LABORATORY MAKE-UP FORM**

Instructions to student:

After you have completed the experiment, you must have the make-up laboratory instructor sign this form. *The make-up lab will not be valid if this step is not taken.*

Date \_\_\_\_\_

**I. Student's class information** (*to be filled out by student*)

Name of Student \_\_\_\_\_

Course & Section \_\_\_\_\_

Title of Experiment \_\_\_\_\_

Your Lab Instructor's Name \_\_\_\_\_

*You Lab Instructor's signature of approval* \_\_\_\_\_

**II. The above student wishes to make-up a lab experiment in the following class:**

Course & Section \_\_\_\_\_

Date & Time of Make-up Lab \_\_\_\_\_

*Make-up lab Instructor's Name* \_\_\_\_\_

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**III. To be filled out by instructor from make-up laboratory section:**

Instructor's signature of approval of request \_\_\_\_\_

Instructor's signature *after* experiment is completed \_\_\_\_\_

Date make-up lab completed \_\_\_\_\_

**III. PRACTICAL EXAMS**



- A. Students who are late to their practical will not be permitted to enter the exam room or allowed a make-up.
- B. Students missing a practical exam without a make-up may obtain an incomplete grade if they meet the qualifications at the end of the semester. If they do not meet the qualification they will obtain a grade of “0” for the material missed and their grade will be calculated accordingly.
- C. Student should abide by the following procedure to make-up the missed practical:
  - i. Students may make-up a practical exam if they provide a **verifiable document** for their absence, if sections are still available. The availability of the sections can be confirmed with the CLTs in Rm. E-315.
  - ii. It is the student’s responsibility to email their laboratory instructor and CC the course coordinator with the available host instructor’s name and section.
  - iii. The regular laboratory instructor **must** then email the host instructor ahead of time and CC course coordinator (if necessary) to get approval for their student to make-up the practical.
  - iv. Once approved, students who are making-up any practical must present their ID to the host instructor before taking the practical exam.
- D. Services for Students with Disabilities
  - i. Students **must** provide their professors with the letter of Accommodation from the Office of Student with Disabilities (OSD).
  - ii. Students **must** obtain the Practical Exam form for Student with Disabilities from Rm. E-315 at least a week before their scheduled class practical.
  - iii. The signed form **must** be returned to the CLTs in Rm. E-315 to schedule the make-up practical exam.
  - iv. The completed form **must** be submitted to the OSD to confirm the scheduled make-up date.



*Natural Sciences Department*

**PRACTICAL EXAM FORM FOR STUDENT WITH DISABILITIES**

Date \_\_\_\_\_

**I. Student's class information** *(to be filled out by student)*

Name of Student \_\_\_\_\_

Course & Section \_\_\_\_\_

Title of Practical Exam \_\_\_\_\_

Your Lab Instructor's Name \_\_\_\_\_

*You Lab Instructor's signature of approval* \_\_\_\_\_

**II. The above student wishes to make-up a practical exam**

Date & Time of Make-up Exam \_\_\_\_\_

Location of Make-up Exam \_\_\_\_\_

College Laboratory Technician's Name \_\_\_\_\_

*CLT's signature of approval* \_\_\_\_\_

## ACADEMIC INTEGRITY POLICY

- I. Academic Dishonesty is prohibited in the City University of New York and is punishable by penalties ranging from a grade of “F” on a given test, research paper or assignment, to an “F” in the course, suspension, or expulsion from the College.
- II. Students *must* abide by the LaGuardia Community College Policy on Academic Integrity.
  - a. Laboratory/Practical Exams – Students are not allowed to have any form of electronic devices including but not limited to: cell phones, iPad, smart watches, bluetooth/ headphones.
  - b. Laboratory Reports – Copying assignments and falsification of data is a form of academic dishonesty.

## LINKS TO FORMS

Academic Integrity Policy:

<http://library.laguardia.edu/files/pdf/academicintegritypolicy.pdf>

CUNY Laboratory Safety Manual:

<http://www2.cuny.edu/wp-content/uploads/sites/4/page-assets/research/student-resources/laboratory-safety-manual/CUNYLabSafetyManualfv1201103.pdf>

Environmental Health and Safety Laboratory Safety:

<http://www.laguardia.edu/Administration/EHS/Lab-Safety/>

Public Safety Emergency Contact

[file:///C:/Users/acifuent/Downloads/Emergency%20response%20Guide%20for%20Contractors%20on%20LAGCC%20Property%20\(1\).pdf](file:///C:/Users/acifuent/Downloads/Emergency%20response%20Guide%20for%20Contractors%20on%20LAGCC%20Property%20(1).pdf)

Public Safety Emergency Guide

[http://www.laguardia.edu/uploadedFiles/Main\\_Site/Content/Divisions/Administration/Public\\_Safety/Imgs-Docs/Emergency-Guide.pdf](http://www.laguardia.edu/uploadedFiles/Main_Site/Content/Divisions/Administration/Public_Safety/Imgs-Docs/Emergency-Guide.pdf)