



# Natural Sciences Department Laboratory Safety Guidelines

## I. Chemical Hygiene

- a. **No Eating** or **Drinking** in laboratories/ prep areas
  - i. Do not dispose of food waste in classroom
- b. Proper Attire
  - i. No open-toed shoes
  - ii. Long hair/ sleeves tied back
- c. Personal Protective Equipment
  - i. Students must wear safety goggles when working with chemicals (no contact lenses)
  - ii. Students must wear gloves while performing dissections/ handling hazardous chemicals or waste
  - iii. Students must wear lab coats when working in microbiology labs/ working with hazardous chemicals
- d. Labeling & Storage
  - i. All chemicals must be labeled with the full name of constituents
  - l. No abbreviations
  - ii. All chemicals used during experiments must be tightly capped and returned to proper location after use (hood, cart, refrigerator, etc)

## II. Waste Management

- a. If experiment generates chemical waste, make sure there is a properly labeled disposal container available in the Satellite Accumulation Area
  - i. Otherwise notify technician
- b. Closely supervise students when they are transferring waste between containers
- c. Make sure cap is tightly sealed after lab period is over- do not leave funnel in waste bottle
- d. Make sure fume hoods are on while chemicals are in use
  - i. Otherwise notify technician

## III. Fire Safety and Emergency Equipment

- a. In case of fire, evacuate room immediately and call Public Safety at extension 5555
- b. **Do Not** attempt to extinguish a fire unless trained to do so
- c. Certificate of Fitness (C-14)
  - i. All CLTs and lab instructors should have this certification
  - ii. All Researchers must have this certification
- d. Safety Shower
  - i. Located within 25 feet of every laboratory space
  - ii. If accident occurs, evacuate room and instruct student to remove clothing and remain in shower for at least 5 minutes
    - l. Contact Public Safety/ Health Center (5280)
- e. Eyewash Station
  - i. Located within 25 feet of every laboratory space
  - ii. If accident occurs, instruct student to use eyewash for a minimum of 15 minutes
    - l. Contact Public Safety/ Health Center (5280)
- f. Accident follow-up
  - i. File an Incident Report Form with Public Safety
  - ii. Work with Chief CLT, CHO, & Department Chair to mitigate future risks

## IV. Students with Medical Conditions



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- a. During safety orientation, students are told to notify their instructor should they have existing medical conditions that may interfere with lab
  - i. Diabetes, pregnancy, epilepsy, etc.
- b. Student must get written permission from their doctor before participating in lab experiments
  - i. Provide MSDS (Material Safety Data Sheet), class syllabus, & any other helpful information to bring to their doctor

## V. Hazard Communication

- a. DEP Right-to-Know
  - i. Material Safety Data Sheets
  - ii. Internal Resources
    - Campus Environmental Health and Safety Officer      Peter Jayasekara, ext. 5507
  
    - Chief College Laboratory Technician      Olga Calderon, ext. 5749  
Alfredo Cifuentes, ext. 5757
  
    - College Laboratory Technicians (Biology ext. 5757)      Sidney Noelle  
Lhamo Tshering  
Albert Jimenez
  
    - College Laboratory Technicians (Chemistry ext. 5783)      Lily Leon  
Nelson Roman