

STANDARD OPERATING PROCEDURES LAB INSTRUCTOR ORIENTATION

Before the quarter begins, do the following:

- A. Review the lab schedule with Stockroom Technicians: changes, questions, etc.
- B. Learn what to do in case of various student injuries (burns, cuts, chemical, eye.)
- C. Learn what to do with troublesome students (unsafe behavior, cheating, etc.)
- D. Learn the fume hood fan failure protocol.
- E. Be aware of the Ventilation System Emergency Shutoff.

At the beginning of the quarter, review the following with your students:

- A. Laboratory safety:

Location and use of safety equipment: fire extinguisher, fire blanket, eyewash, safety shower, spill cleanup.

Earthquake procedures.

Evacuation procedures. (Evacuation chair in SC N326)

Chemical spills.

Mercury spills.

Broken glass.

Review handout.

- B. Review PPE
 - a. Eyes
 - b. Skin
- C. Respiratory Review Employee's Right-to-know
 - a. MSDS
 - (1) On-line
 - (2) Hard copy

- b. Other sources of information
 - (1) CRC
 - (2) Merck
 - (3) NIOSH Guide
- c. Location and scope of the Chemical Hygiene Plan

Before each lab period begins:

- A. Open the room at least 5 minutes before the lab's scheduled beginning.
- B. Check the room: are all the fume hoods working? Are the lab preps in order?

IV. As the lab begins:

- A. Review safety issues relevant to the lab.
- B. Review waste disposal for the lab.
- C. Review equipment care.
- D. Never leave students unattended.

V. Frequent reminders are needed on the following topics:

- A. Wear eye protection at all times. One can be blinded by a neighbor's mishap.
- B. No food or drink in the lab.
- C. Clean up your own spill -only you know what it is. Focus on balances.
- D. Report full waste jugs. Many students overfill them to overflowing.
- E. Cap reagents after use. Use the same cap. Don't mix dispensing pipettes.

VI. After the lab ends be responsible to close down the room:

- A. Students gone.

- B. Waste jugs loosely capped (it's the law).
- C. Utilities off. Check hot plates.
- D. Lights off and room locked.

LAB INSTRUCTOR ORIENTATION

Before the quarter begins, do the following:

- A. Location and scope of the Chemical Hygiene Plan
- B. Review the lab schedule with Stockroom Technicians: changes, questions, etc.
- C. Learn what to do in case of various student injuries (burns, cuts, chemical, eye.)
- D. Learn what to do with troublesome students (unsafe behavior, cheating, etc.)
- E. Learn the fume hood fan failure protocol.
- F. Be aware of the Ventilation System Emergency Shutoff

At the beginning of the quarter, review the following safety issues with your students:

- A. Location and use of safety equipment: fire extinguisher, fire blanket, eyewash, safety shower, spill cleanup.
- B. Earthquake procedures.
- C. Evacuation procedures. (Evacuation chair in SC N326).
- D. Cleanup of chemical spills, mercury spills, broken glass.
- E. Review "Safety in the Laboratory" handout.
- F. Review PPE: eyes, skin, respiratory.
- G. Review Employee's Right-to-know

MSDS: on-line, hard copy

Other sources: CRC, Merck, NIOSH Guide

- H. Stockroom procedures: Check in and out, glassware at the window, grading.
- I. Billing reminder: return everything you checked out, always check out of locker.
- II. Before each lab period begins:
 - A. Open the room at least 5 minutes before the lab's scheduled beginning.
 - B. Check the room: are all the fume hoods working? Are the lab preps in order?
- III. As the lab begins:

- A. Review safety issues relevant to the lab.
 - B. Review waste disposal for the lab.
 - C. Review equipment care.
 - D. Never leave students unattended.
-
- V. Frequent reminders are needed on the following topics:
 - A. Wear eye protection at all times. One can be blinded by a neighbor's mishap.
 - B. No food or drink in the lab.
 - C. Clean up your own spill-only you know what it is. Focus on balances.
 - D. Report full waste jugs. Many students overfill them to overflowing.
 - E. Cap reagents after use. Use the same cap. Don't mix dispensing pipettes.
-
- VI. After the lab ends be responsible to close down the room:
 - A. Students gone.
 - B. Waste jugs loosely capped (it's the law).
 - C. Utilities off. Turn off hot plates.
 - D. Lights off and room locked.