1. **KNOW WHAT TO DO IN CASE OF AN EMERGENCY.** Learn the locations and operation of emergency equipment. This includes eyewash and safety shower. Notify the instructor immediately in case of a FIRE, PERSONAL INJURY, CHEMICAL SPILL, or BIOLOGICAL SPILL. Report all accidents, injuries, and close calls to the instructor immediately. If the instructor is not available at the time of the emergency, call Public Safety immediately.

2. **PERFORM ALL EXPERIMENTS AS DIRECTED.** Do not do anything which is not part of an approved experimental procedure. Follow all instructions given by your laboratory instructor.

3. **BE PROPERLY PREPARED TO DO THE EXPERIMENT.** Read all written procedures in advance and understand what you are going to do. Know the hazards before you do the experiments.

4. **WHEN INSTRUCTED WEAR THE APPROPRIATE PROTECTIVE EQUIPMENT.** This includes a lab coat or apron, eye protection, gloves and face shields.

5. **ACT IN A RESPONSIBLE MANNER AT ALL TIMES.** No horseplay or fooling should occur in the lab or experimental area.

6. **ALWAYS WEAR APPROPRIATE CLOTHING TO LAB.** No sandals, shorts, and limit jewelry. Tie back long hair to keep it away from flames and chemicals.

7. **NEVER TASTE A CHEMICAL.** Check odors only if instructed to do so, by gently wafting some of the vapor towards your nose with your hand.

8. **SMOKING, EATING, DRINKING, OR CHEWING IN THE LAB IS PROHIBITED IN ALL LABORATORIES.**

9. **DISPOSE OF CHEMICALS PROPERLY.** Follow instructions provided by the laboratory instructor for proper disposal of chemicals.

10. **BROKEN GLASS OR SHARP GOES IN SPECIAL RECEPTACLES.** Do not put broken glass or sharp in the regular trash cans.

11. **ALL BIOHAZARDS** (animal parts, etc) should be placed in a biohazard container.

12. **NEVER RETURN UNUSED REAGENTS TO THE REAGENT BOTTLES.** Be careful to take only what you actually need. Do not contaminate the reagents.

13. **NOTIFY THE INSTRUCTOR OF ANY ALLERGIES.**

14. **CLEAN YOUR LAB BENCH and PUT AWAY ALL EQUIPMENT AND REAGENTS AT THE END OF THE LAB.**

15. **WASH YOUR HANDS BEFORE LEAVING THE LABORATORY.**