

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.

Laboratory safety:

on and use of safety equipment: fire extinguisher, fire blanket, eyewash, safety shower, spill  
p.

quake procedures.

ation procedures. (Evacuation chair in SC N326)

cal spills.

ry spills.

n glass.

Review PPE (19]mills.P(91v-dT)s p B.

Eyes

Skin

Respiratory Review Employee's ~~Right~~ Know

MSDS

On-line

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 spills 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 rom 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 ~~are~~ 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, respirat~~or~~
- G. Review Employee's Right~~s~~-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

