

Group Safety, Regulations and Meetings

Safety Regulations (also See Chemical Hygiene Plan)

- Safety Glasses are a must. *It is your responsibility to wear safety glasses.* Even when washing glassware you should wear your safety glasses. Please order any particular pair of safety glasses you would like. Also, safety glasses are available in the stockroom.
- Please close the sash and light of the fume hood each night before you leave. This will save energy. Also, the last person leaving the lab is responsible for turning off lights and locking all doors. It also would be a good idea to quickly check hood areas for safety.
- Each researcher should have their own pair of rubber gloves (non-disposable) for washing glassware and working up large-scale reactions. You should try to minimize solvent exposure to your hands.
- When working in the lab, proper attire should be worn. I recommend long pants and shoes (no sandals). You may also want to keep a change of clothes in lab (in case of spills).
- Know the location of spill kits, fire extinguishers and sand buckets. All spills should be dealt with immediately (don't wait for solvent to evaporate unless it is located in the hood).
- When ever handling a reagent be sure to read the label precautions. Especially when a chemical is received following dating and registration, be sure to store the chemical in an appropriate place (freezer, etc.). Also, you may want to examine the MSDS (MSDS sheets located on group computer.)
- Label all flasks and bottles.
- No food or drink in the lab.

Lab Rules

- ***Do not take any glassware or equipment from co-worker's bench without permission.*** Everybody should know what glassware is common and which is personal. Common glassware currently includes large flasks and separatory funnels, distilling equipment, large vireuxs, one-liter three-neck flasks, etc.
- ***Each lab will share flash chromatography columns.*** As soon as possible, the columns should be cleaned and returned to the appropriate drawer or drying rack.
- ***Return chemicals when finished.*** You may keep personal chemicals. Note, if you use up a chemical, remove from chemical inventory (for assistance, see who is responsible for chemical inventory – See Group Responsibilities) and reorder.
- ***Keep the scale area clean*** – do not leave bottles of reagents.

- ***Keep proper notebooks and data.*** Please see appropriate write-up. See Lab Notebooks and record keeping.

Group Meetings

- See Group Meeting Schedule.
- Bimonthly lab clean-up is held the first Wednesday of the month. Announcements will be made by e-mail.

Departure

All lab notebooks, compound characterization files (plus NMR files on CD) and properly filed samples need to be submitted to Sulikowski for archiving. Note the ease of fulfilling this obligation is directly proportional to following lab notebook and record keeping during your stay in the group.

New Group Member Check List

- Lab Keys _____
- Stockroom Card (Center Number) _____
- NMR Training
- Safety Glasses, Lab Coat & Gloves _____
- Lab Notebook _____
- Group Assignments _____
- CV & Contact Info to _____