
CHEMISTRY LAB GUIDELINES

Science and Math Division

2017

- **New labs** – If introducing a new lab, the new lab should be implemented, at minimum, to 50% of the sections for that specific class. Due to the lack of manpower, new labs cannot be setup for a single section.
- **Unknown keys** – Most will be emailed at the start of each semester. Others, which require calculation at the start of the semester, will be emailed after the start of the semester.
- **First labs of the semester** - The first section to perform the first lab of the semester should review the lab checklist for accuracy. If anything is missing or not working, please complete the [Google Form](#) to inform the Lab Tech.
- **Lab changes** - Any changes to a lab, exam, lecture, etc... (ex. Giving a lecture or exam in place of a lab)....need to be communicated to the Lab Coordinator and the Lab Technician by Wednesday 2pm, seven or more days in advance of the scheduled lab.
- **Make-up labs** - In the event that a make-up lab is needed, it is the instructor's responsibility to obtain the materials needed and return them afterwards. If the instructor cannot locate the needed materials and/or needs additional materials, please complete the [Google Form](#) to inform the Lab Tech.
- **Lab feedback form** – The lab feedback form will be emailed to each CHEM faculty member as well as posted on the Division Wiki site on the 'CHEM Lab Resources' page. Please communicate your feedback to the Lab Technician via this form so that issues/concerns can be properly addressed.
- **Lab clean-up** – Please help maintain the cleanliness of the labs by cleaning up and storing items in their proper locations. Trash should be placed in the trash receptacles and glass in the glass receptacles. Ensure waste receptacles are tightly closed. Waste container plastic bags are only for designated waste (not for paper towels, used pipettes, etc..). Unplug hotplates after use. Equipment for the lab rooms, such as ring stands, hotplates and chairs, need to be returned if they are borrowed. Each lab room should be equipped with, at minimum, 28 of each of these items. Hallway and doors leading outside should be closed and locked.

Safety Reminders:

- Complete online 'Hazard Communications: Right to Understand' and 'Science Lab Safety' training
- Everyone working in the labs should comply with safety guidelines (Splash goggles, closed toe shoes, etc...)
- Never leave students unattended in lab

Questions? Email Dean Perlas at cperlas@chabotcollege.edu