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Flinn Scientific's Student Safety Contract 4

PURPOSE

Science is a hands-on laboratory class. You will be doing many laboratory activities which require the use of hazardous chemicals. Safety in the science classroom is the #1 priority for students, teachers, and parents. To ensure a safe science classroom, a list of rules has been developed and provided to you in this student safety contract. These rules must be followed at all times. Two copies of the contract are provided. One copy must be signed by both you and a parent or guardian before you can participate in the laboratory. The second copy is to be kept in your science notebook as a constant reminder of the safety rules.

GENERAL RULES

1. Conduct yourself in a responsible manner at all times in the laboratory.
2. Follow all written and verbal instructions carefully. If you do not understand a direction or part of a procedure, ask the instructor before proceeding.
3. Never work alone. No student may work in the laboratory without an instructor present.
4. When first entering a science room, do not touch any equipment, chemicals, or other materials in the laboratory area until you are instructed to do so.
5. Do not eat food, drink beverages, or chew gum in the laboratory. Do not use laboratory glassware as containers for food or beverages.
6. Perform only those experiments authorized by the instructor. Never do anything in the laboratory that is not called for in the laboratory procedures or by your instructor. Carefully follow all instructions, both written and oral. Unauthorized experiments are prohibited.
7. Be prepared for your work in the laboratory. Read all procedures thoroughly before entering the laboratory.
8. Never fool around in the laboratory. Horseplay, practical jokes, and pranks are dangerous and prohibited.
9. Observe good housekeeping practices. Work areas should be kept clean and tidy at all times. Bring only your laboratory instructions, worksheets, and/or reports to the work area. Other materials (books, purses, backpacks, etc.) should be stored in the classroom area.
10. Keep aisles clear. Push your chair under the desk when not in use.

11. Know the locations and operating procedures of all safety equipment including the first aid kit, eyewash station, safety shower, fire extinguisher, and fire blanket. Know where the fire alarm and the exits are located.
12. Always work in a well-ventilated area. Use the fume hood when working with volatile substances or poisonous vapors. Never place your head into the fume hood.
13. Be alert and proceed with caution at all times in the laboratory. Notify the instructor immediately of any unsafe conditions you observe.
14. Dispose of all chemical waste properly. Never mix chemicals in sink drains. Sinks are to be used only for water and those solutions designated by the instructor. Solid chemicals, metals, matches, filter paper, and all other insoluble materials are to be disposed of in the proper waste containers, not in the sink. Check the label of all waste containers twice before adding your chemical waste to the container.
15. Labels and equipment instructions must be read carefully before use. Set up and use the prescribed apparatus as directed in the laboratory instructions or by your instructor.
16. Keep hands away from face, eyes, mouth and body while using chemicals or preserved specimens. Wash your hands with soap and water after performing all experiments. Clean all work surfaces and apparatus at the end of the experiment. Return all equipment clean and in working order to the proper storage area.
17. Experiments must be personally monitored at all times. You will be assigned a laboratory station at which to work. Do not wander around the room, distract other students, or interfere with the laboratory experiments of others.
18. Students are never permitted in the science storage rooms or preparation areas unless given specific permission by their instructor.
19. Know what to do if there is a fire drill during a laboratory period; containers must be closed, gas valves turned off, fume hoods turned off, and any electrical equipment turned off.
20. Handle all living organisms used in a laboratory activity in a humane manner. Preserved biological materials are to be treated with respect and disposed of properly.

21. When using knives and other sharp instruments, always carry with tips and points pointing down and away. Always cut away from your body. Never try to catch falling sharp instruments. Grasp sharp instruments only by the handles.
22. If you have a medical condition (e.g., allergies, pregnancy, etc.), check with your physician prior to working in lab.

CLOTHING

23. Any time chemicals, heat, or glassware are used, students will wear laboratory goggles. There will be no exceptions to this rule!
24. Contact lenses should not be worn in the laboratory unless you have permission from your instructor.
25. Dress properly during a laboratory activity. Long hair, dangling jewelry, and loose or baggy clothing are a hazard in the laboratory. Long hair must be tied back and dangling jewelry and loose or baggy clothing must be secured. Shoes must completely cover the foot. No sandals allowed.
26. Lab aprons have been provided for your use and should be worn during laboratory activities.

ACCIDENTS AND INJURIES

27. Report any accident (spill, breakage, etc.) or injury (cut, burn, etc.) to the instructor immediately, no matter how trivial it may appear.
28. If you or your lab partner are hurt, immediately yell out "Code one, Code one" to get the instructor's attention.
29. If a chemical splashes in your eye(s) or on your skin, immediately flush with running water from the eyewash station or safety shower for at least 20 minutes. Notify the instructor immediately.
30. When mercury thermometers are broken, mercury must not be touched. Notify the instructor immediately.

HANDLING CHEMICALS

31. All chemicals in the laboratory are to be considered dangerous. Do not touch, taste, or smell any chemicals unless specifically instructed to do so. The proper technique for smelling chemical fumes will be demonstrated to you.
32. Check the label on chemical bottles twice before removing any of the contents. Take only as much chemical as you need.
33. Never return unused chemicals to their original containers.

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Flinn Scientific's Student Safety Contract 5

34. Never use mouth suction to fill a pipet. Use a rubber bulb or pipet pump.
35. When transferring reagents from one container to another, hold the containers away from your body.
36. Acids must be handled with extreme care. You will be shown the proper method for diluting strong acids. Always add acid to water, swirl or stir the solution and be careful of the heat produced, particularly with sulfuric acid.
37. Handle flammable hazardous liquids over a pan to contain spills. Never dispense flammable liquids anywhere near an open flame or source of heat.
38. Never remove chemicals or other materials from the laboratory area.
39. Take great care when transporting acids and other chemicals from one part of the laboratory to another. Hold them securely and walk carefully.

HANDLING GLASSWARE AND EQUIPMENT

40. Carry glass tubing, especially long pieces, in a vertical position to minimize the likelihood of breakage and injury.
41. Never handle broken glass with your bare hands. Use a brush and dustpan to clean up broken glass. Place broken or waste glassware in the designated glass disposal container.
42. Inserting and removing glass tubing from rubber stoppers can be dangerous. Always lubricate glassware (tubing, thistle tubes, thermometers, etc.) before attempting to insert it in a stopper. Always protect your hands with towels or cotton gloves when inserting glass tubing into, or removing it from, a rubber stopper. If a piece of glassware becomes "frozen" in a stopper, take it to your instructor for removal.
43. Fill wash bottles only with distilled water and use only as intended, e.g., rinsing glassware and equipment, or adding water to a container.
44. When removing an electrical plug from its socket, grasp the plug, not the electrical cord. Hands must be completely dry before touching an electrical switch, plug, or outlet.
45. Examine glassware before each use. Never use chipped or cracked glassware. Never use dirty glassware.
46. Report damaged electrical equipment immediately. Look for things such as frayed cords, exposed wires, and loose

connections. Do not use damaged electrical equipment.

47. If you do not understand how to use a piece of equipment, ask the instructor for help.
48. Do not immerse hot glassware in cold water; it may shatter.

HEATING SUBSTANCES

49. Exercise extreme caution when using a gas burner. Take care that hair, clothing and hands are a safe distance from the flame at all times. Do not put any substance into the flame unless specifically instructed to do so. Never reach over an exposed flame. Light gas (or alcohol) burners only as instructed by the teacher.
50. Never leave a lit burner unattended. Never leave anything that is being heated or is visibly reacting unattended. Always turn the burner or hot plate off when not in use.
51. You will be instructed in the proper method of heating and boiling liquids in test tubes. Do not point the open end of a test tube being heated at yourself or anyone else.
52. Heated metals and glass remain very hot for a long time. They should be set aside to cool and picked up with caution. Use tongs or heat-protective gloves if necessary.
53. Never look into a container that is being heated.
54. Do not place hot apparatus directly on the laboratory desk. Always use an insulating pad. Allow plenty of time for hot apparatus to cool before touching it.
55. When bending glass, allow time for the glass to cool before further handling. Hot and cold glass have the same visual appearance. Determine if an object is hot by bringing the back of your hand close to it prior to grasping it.

QUESTIONS

56. Do you wear contact lenses?

☐ YES ☐ NO

57. Are you color blind?

☐ YES ☐ NO

58. Do you have allergies?

☐ YES ☐ NO

If so, list specific allergies _____

AGREEMENT

I, _____, (student's name) have read and agree to follow all of the safety rules set forth in this contract. I realize that I must obey these rules to ensure my own safety, and that of my fellow students and instructors. I will cooperate to the fullest extent with my instructor and fellow students to maintain a safe lab environment. I will also closely follow the oral and written instructions provided by the instructor. I am aware that any violation of this safety contract that results in unsafe conduct in the laboratory or misbehavior on my part, may result in being removed from the laboratory, detention, receiving a failing grade, and/or dismissal from the course.

Student Signature

Date

Dear Parent or Guardian:

We feel that you should be informed regarding the school's effort to create and maintain a safe science classroom/laboratory environment.

With the cooperation of the instructors, parents, and students, a safety instruction program can eliminate, prevent, and correct possible hazards.

You should be aware of the safety instructions your son/daughter will receive before engaging in any laboratory work. Please read the list of safety rules above. No student will be permitted to perform laboratory activities unless this contract is signed by both the student and parent/guardian and is on file with the teacher.

Your signature on this contract indicates that you have read this Student Safety Contract, are aware of the measures taken to ensure the safety of your son/daughter in the science laboratory, and will instruct your son/daughter to uphold his/her agreement to follow these rules and procedures in the laboratory.

Parent/Guardian Signature

Date

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AP Lab Reports

About Your Lab Book

Your lab book is a permanent record of the laboratory work that you have completed in AP Chemistry. You should safeguard it, since some colleges require it as proof of completion of the lab component prior to extending credit for an AP Lab Science course such as this one.

When working in your lab book, always work carefully and neatly, and in pen, not pencil. You are not allowed to remove pages or use white-out to hide mistakes. In the event that you make an error that you do not wish to have graded, simply draw a single, solid line through it.

The following elements are required in your lab report. Each section should be marked with its name (Title, Date, Purpose, etc.) as a header on the **left** edge of the page. Remember that you must always use complete sentences as well as correct spelling, punctuation and grammar. Please avoid the use of terms such as "it", "stuff", and "thing." If I cannot read your handwriting, I will not be able to grade your lab.

General Notebook Setup

The lab notebook should be a 3 subject spiral bound notebook. They can be purchased at office supply stores like Staples, Office Max, etc., and cost a few dollars.

- Clearly label the cover of your lab notebook with your name, period, and teacher's name.
- Number all pages on the **upper right** hand corner in ink (on the front side only).
- The organized and neatly written lab write-up goes on the right-hand side (front) of each page. The left-hand (back) side is for scrap and preliminary calculations. Nothing on the left-hand (back) pages will be looked at or graded by the lab instructor, but very little should be written on the left-hand (back) pages.
- Leave the first two pages (pages 1 & 2) for your "Table of Contents" (TOC), which should include experiment titles and corresponding page numbers as they are performed.
- Leave one page (page 3) for your "Contact List". Names, emails, and phone numbers of lab partners will go here; be sure to update as the class year continues and you change partners.
- Paste/Tape the "Laboratory Safety" List on Page 4 & 5 (and list in the TOC).
- Paste/Tape the "Notebook Guidelines" on Pages 6 & 7 (and list in the TOC).

Ink Only, No White Out - Use permanent black ink for all lab notebook entries. Do not erase, ink-over, or whiteout anything you have written; simply cross out errors with one line so they are still legible (e.g. 0.503 g ~~0.530 g~~)

Notebook Components

Title

The title should be descriptive. "Experiment 3" is not a descriptive title. "Determination of the Molecular Weight of Oxygen from the Decomposition of Potassium Chlorate" is a descriptive title. Please do not simply rely on the titles that may be at the top of lab handouts if they are given. These often have catchy titles instead of descriptive ones. The reader should know exactly what the lab was about when reading the title.

Date

This is the date (or dates) that you performed the experiment.

Introduction

Provide a short introduction (2-5 sentences) on the purpose and background for the experiment. Show the complete chemical equation(s) for all reactions that occur in the procedure.

Materials

Include a neat list a chemicals and equipment needed to perform the experiment.

Procedure

Record procedures with enough detail so a classmate could understand what you did and reproduce your work if desired. If a typed protocol is used, it should be written in a more student friendly manner so that any student in the class could do the experiment. Often the lab instructor will give you changes in the directions, if there are changes in the procedure, these changes must be noted. Use past tense and passive voice (e.g. *100 mL of Solution A was added to the 500 mL beaker.*)

Data

Record all your data directly in your lab notebook. Organize your data in a neat, orderly way. Label all data very clearly. Use correct significant digits, and always include proper units (g, mL, etc.). Space things out—don't try to cram everything into a small space. Use tables where appropriate.

Calculations and Graphs

You should show *how* calculations are carried out. Give the equation used and show how your values are substituted into it. Give the calculated values, with correct units. If graphs are included, make the graphs an appropriate size. Label all axes and give each graph a title. Graph paper may be stapled, pasted , or taped in your lab book, if used. I am not responsible for the loss of any materials that are turned in "loose" in your lab book. If experiments are not quantitative, this section may be omitted.

Conclusion

- 2 – 3 sentences: Restate the overall purpose of the experiment and how the procedure enabled you to accomplish it. Do not repeat the whole procedure!
- 2 – 3 sentences: Discuss overall results and draw conclusions from your data. Discuss possible trends in the data/graphs (if applicable).
- 2 –3 sentences: What are some *specific* sources of error, and how do they influence the data? Do they make the values obtained larger or smaller than they should be? Which measurement was the least precise? Instrumental error and human error exist in all experiments and should not be mentioned as a source of error unless they cause a significant fault. Significant digits and mistakes in calculations are NOT a valid source of error. In writing this section, it is sometimes helpful to ask yourself what you would do differently if you were to repeat the experiment and wanted to obtain better precision. If you can calculate a percent error or percent deviation, do so and include it in this section. Let me reiterate – sources of experimental error are just that: Experimental.
Not....Calculations
Not....Something unspecific such as "human error" or "the scale was off"

Questions

Answer any post lab questions included in the lab.

You must bring your lab notebook to all labs.
Failure to do so will result in a zero for the lab
grade for the day.

Date: 8/14/2007

Introduction

Provide a short introduction (2-5 sentences) on the purpose and background for the experiment. Show the complete chemical equation(s) for all reactions that occur in the procedure.

Materials

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Record procedures with enough detail so a classmate could understand what you did and reproduce your work if desired. If a typed protocol is used, it should be written in a more student friendly manner so that any student in the class could do the experiment. Often the lab instructor will give you changes in the directions, if there are changes in the procedure, these changes must be noted. Use past tense and passive voice (e.g. 100 ml of Solution A was added to the 500 ml beaker.)

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Not....Calculations

Not....Something unspecific such as "human error" or "the scale was off"

Questions

Answer any post lab questions. You must write the questions & the answers.