

*All I Really
Need to Know
I Learned in
Kindergarten*



Share everything.

Play fair.

Put things back where you found them.

Clean up your own mess.

Don't take things that aren't yours.

LABORATORY RULES: CENTER FOR POLYMERS AND ORGANIC SOLIDS

SAFETY:

Never do anything that you are not certain is safe. Safety glasses and cotton lab coat must be worn in the lab at all times. Be aware of the nearest fire extinguisher and safety shower. Avoid working in the lab alone. **Do not work alone at night.**

All group members are required by EH&S to read the Chemical Hygiene Plan located in each lab they will be working in, and to sign the sheet verifying they have done this. Everyone is also required to take a Chemical Safety Training Class, offered by EH&S <http://ehs.ucsb.edu/>

COMMUNITY PROPERTY:

All equipment and chemicals in the lab are for use by everyone.

Laboratory space is divided between common areas-sinks and storage areas.

Community property must be treated with respect and, when used, **please leave a note stating you have it** and return it in a clean, usable condition.

Some supplies (TGA boats, UV cells, etc.) have to be checked out to you before use. Please do not remove them without permission.

CHEMICALS-

Do not handle any chemical without knowledge of safe handling procedures. Organic reagents are stored on the shelves in the CNSI (rooms 2422 and 2428), labeled with green tape, and arranged alphabetically (see labels on the shelves). Some of the chemicals are stored in the refrigerators or in the dry box. Inorganics are stored on the shelves in the CNSI (rooms 2422 and 2428), labeled with pink tape, and are arranged alphabetically. When a chemical is low or used up, order more. Always return the chemical where it belongs. Do not leave empty container in the storage cabinet or on the shelf.

SOLVENT STILL:

Make sure enough solvent is in the pot before collecting. Ask person in charge to refill or arrange that you can do it. Do not run stills overnight. Only person in charge can add drying agents.

GLASSWARE:

All glassware is for everyone to use. You can order some small items for yourself, but do not hide the common things from the others.

Clean glassware and put in the base bath immediately after use. Follow the cleaning instructions posted near base baths. For disposing of dirty baths, see WASTE DISPOSAL.

Do not store chemicals in flasks unless absolutely necessary.

MISCELLANEOUS:

Tygon tubing, filters, solvents, septa, etc. must be ordered before we are out.

COMPUTERS:

Do not abuse the use of computers by surfing the net.

When printing a first draft, please use the back side of a previously printed page.

GLOVE BOX-

Follow directions which are posted on the glove box. Do not forget to sign the logbook. Always use three 15-minute pump-fill cycles after opening port to the air. Leave glove box as you found it; do not store unnecessary items inside.

WASTE DISPOSAL:

Only nontoxic, water-soluble waste may be washed down the sink.

Liquid wastes should be put in labeled waste containers.

Sulfur containing solvents should be placed in separate plastic containers.

Solid waste (silica gel, drying agents etc.) should be put into empty plastic containers.

Water (acid or base waste) should be separated.

Particularly hazardous compounds (Te, Se, Hg), should be kept separate from the other waste.

ALWAYS cross the original solvent **label** if **you use the bottle for waste**.

NEVER leave waste or any other bottle on the floor, unless in secondary containment.

Bad smells can be neutralized with liquid bleach in the hood and washed down the drain.

Disposable needles should be separated and disposed in the small plastic sharps containers.

Put all broken glass in cardboard containers in each lab. When container is filled, tape shut and ask custodian to remove. Broken glass that can be used (joints etc.), or fixed, after cleaning, should be saved and taken to the glassblower (2nd floor, PSB North).

All waste containers must be labeled with a Hazardous Waste Tag, located in the Chemistry stockroom. To dispose of filled waste containers, place them in CNSI 2428; there is a gray tub at the end of the work bench closest to the outer lab door. We have a scheduled weekly EH&S waste pick up Tuesday mornings.

ORDERING and RECEIVING:

All orders must be approved by Fred before they will be placed. Include vendor name, item name and description, quantity, price, and catalog number when requesting an item. Items that are delivered to the lab should be inspected to verify that the quantity delivered matches the packing slip.

NOTEBOOKS:

Notebooks and spectra belong to CPOS.

Date each page; correlate all spectra and other data with page number.

Write notebook so that another person could duplicate the work later.

THESIS:

A graduate student will not be allowed to leave the group unless the thesis is approved and all members of the committee have signed off.