MCL BASIC LABORATORY SAFETY RULES

The Materials Characterization Laboratory (MCL) is committed to providing all users of the laboratories a safe and healthy working and learning environment. The following is a list of safety-related policies and procedures that are relevant in our laboratories.

- Read all directions for an analysis several times. Follow the directions exactly as they are written. If you are in doubt about any part of the analysis or about using an instrument, ask the lab technician or the manager for assistance.
- The entire laboratory is a restricted-access area. You can only work when authorized for a particular instrument or when supervised by the lab technician, manager or instructor. **DO NOT PROP THE LABORATORY DOORS OPEN.**
- Surveillance cameras are operating in various parts of the laboratory. Do not interfere in their operation.
- **NO FOOD OR DRINK IS ALLOWED IN THE LABORATORY.**
- Dispose of waste (chemical, glass, “household”) materials in approved containers only.
- Open-toed shoes are not allowed in the laboratory.
- **PROTECTIVE EYEWEAR IS REQUIRED AT ALL TIMES WHEN ENTERING THE CMCL LABS.** Many materials in the laboratory can cause eye injury. To protect yourself from possible injury, always wear safety goggles or glasses whenever you are inside the lab, especially when working with liquid nitrogen, chemicals, burners, or any substance that might get into your eyes.
- Do not disturb equipment which is not part of your specific analysis.
- Follow all of the safety procedures related to the use of each piece of equipment in the laboratory (e.g. high voltages on the TEM’s, or high magnetic fields on the NMR’s).
- **CLEAN UP IMMEDIATELY ALL AREAS OF THE LAB WHERE YOU WORKED.**
- Find out where all safety devices in the laboratory are. These include the telephone, first aid kit, eye-wash station, fire extinguisher and fire alarm.
- Know what the evacuation procedures are. Proceed to the nearest exit out of the building.
- Report all chemical spills and injuries to the lab manager.

**Electronic data**

Safeguard your electronic data files by backing them up immediately at the end of your analysis. **Only formatted USB flash drives are allowed to be used for copying data.** Do not change the configuration of the PC/MAC/LINUX workstations associated with the equipment.