

GENERAL LABORATORY INSTRUCTIONS

1. Avoid waste of gas, water (both tap and distilled), filter paper, and materials of any kind.
2. Use only your own reagents and return reagent bottles promptly to their proper places, (Do not return excess reagents to supply bottles).
3. Dispose of solids by placing them in waste jars, unless they are readily water soluble.
4. Use the lead trough in the center of the desk for the disposal of water only. Dispose of small quantities of nonaqueous liquids by pouring them into the sinks. If such liquids are corrosive or flammable, flush them down with plenty of water. Larger quantities of flammable solvents should be placed in the metal containers provided for this purpose. Substantial quantities (more than 10 ml.) of such solvents must not be poured into the drains since they constitute an explosion hazard.

If acids or alkalis are spilled on the desk or floor, wash the surface at once with plenty of water, then wash the desk with sufficient boric acid solution in the case of spilled alkalis and sodium bicarbonate solution in the case of spilled acids so as to neutralize the acids or alkalis that have penetrated into the wood; then wash the desk once more with plenty of water.

5. When leaving the laboratory make certain that your gas and water are turned off and that your desk is clean and neat.
6. Maintain an orderly arrangement of the apparatus and materials in your desk. The desk drawers and cupboards are inspected periodically and rated on the basis of neatness and cleanliness.
7. Bring only the books you need for the laboratory experiments to the laboratory. Store your other belongings in your hall locker.