

Burbank Unified School District
Burbank, California

Science Laboratory Regulations

The following rules and regulations are provided for student safety in science classes and strict adherence is necessary. Students and parents should read the instructions carefully, sign the form and return it to the instructor before the first laboratory period. Failure to follow safety guidelines will impact student grades. This printed form is to be kept in the student's notebook since frequent reference will be made to it throughout the year.

General Rules

- 1) An instructor must be present during any laboratory exercise and students may perform only those experiments authorized by the instructor. NO HORSEPLAY IS PERMITTED.
- 2) Only teachers and laboratory assistants are allowed in the workrooms or stockrooms.
- 3) Students must read the laboratory directions before starting the experimental procedure.
- 4) Laboratory work must be performed carefully and according to the instructional procedures.
- 5) Injuries, no matter how slight, must be reported to the instructor immediately.
- 6) Students must be aware of location and use of the extinguishers and safety units.
- 7) Students should remain at their own stations during the laboratory activity.

Laboratory Equipment and Instruments

- 1) Always light matches before turning on the gas for Bunsen burners and stoves. Turn burners off when not in use.
- 2) Care should always be taken around open flame and hot objects.
- 3) Never use force on glass. The use of glass tubing and other glass objects require special procedures for safety. Special instructions in handling glass will be given by the instructor.
- 4) Use Pyrex glassware when heat is to be applied.
- 5) Test tubes must be slanted with the open mouth pointing away from you and your neighbors while being heated. Keep the test tube moving in order to evenly distribute the heat. Use a test tube holder.
- 6) When heating flammable materials, use a water bath. Do not leave open flame near flammable materials.
- 7) Scissors, scalpels, dissecting instruments, and other sharp-edged instruments should not be directly passed to other students, but should be placed on an appropriate surface.
- 8) Sharp-edged instruments are to be washed separately from other equipment and stored in their proper place.
- 9) Wash hands after completing laboratory work.
- 10) Report immediately to the instructor broken or missing equipment.
- 11) Before leaving, clean your laboratory, desk and equipment. Return equipment and materials to their proper place.
- 12) Do not use cracked or broken glassware, and notify the instructor immediately if any is found.
- 13) Never touch hot glassware. Use a test tube clamp or tongs.

Chemicals

- 1) Wear a laboratory apron, when advised by the instructor.
- 2) Read the labels on chemical containers carefully before using the contents.
- 3) Student-made solutions must be labeled as to contents and concentration.
- 4) If a chemical is spilled, immediately notify the instructor who will give proper instructions for clean-up.
- 5) Never taste a chemical or solution unless directed to do so.
- 6) DO NOT INHALE VAPORS DIRECTLY. If instructions require sniffing or smelling, waft vapors toward you with the open hand moving toward you over the open container.
- 7) NEVER POUR WATER INTO ACID. Rather, pour the acid, a small amount at a time, into the water.
- 8) Cold solutions must never be poured into hot containers or vice versa.
- 9) Chemicals contacting the skin or eyes should be washed immediately with running water, then reported to the instructor.
- 10) SAFETY GOGGLES must be worn at all times when working with chemicals, flame, and glassware, or during dissections.
- 11) Unused and waste chemicals must be properly discarded as directed by the instructor.
- 12) Dry chemicals are to be weighed on paper.
- 13) Containers are to be carefully capped after use.
- 14) Glassware is to be cleaned according to directions given by the instructor.
- 15) Always tie back hair, secure clothing, and remove dangling earrings at the beginning of an experiment.
- 16) Never touch dry chemicals with your hands; use a spoon or spatula.

Living Animals

- 1) Do not mistreat lab animals
- 2) If you are scratched or bitten by an animal, report to the instructor and wash the wound immediately.
- 3) No plants or animals should be brought to school without prior permission of the instructor.
- 4) Do not hold lab animals without permission of the instructor.

Bacterial and Fungal Cultures

Bacterial and fungal cultures provided by the district are non-injurious, however, due to the possibility of contamination, precautions are required. Special training and procedural instruction will be given in each case.

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Parent and Student Laboratory Rule Acknowledgement

We have read the regulations concerning laboratory work, and we understand that they have been devised to prevent accidents as well as to assure safe procedures in performing laboratory work. It is our intention to do all that can be done to see that these regulations are followed.

Period _____

Date _____

Subject _____

Student name (print) _____

Teacher _____

Student Signature _____

Parent/Guardian Signature _____