

Care and Cleaning of *Your* Chemistry Lab

Before Lab:

1. Every lab session, you must clean your work bench/station. Put paper used paper towels in the regular trash.
2. Wash your hands with soap and water.

During Lab:

1. Clean all spills immediately. If you are unsure of how to proceed safely, make sure that you ask your instructor for help.
2. Accidents happen. If you break glassware, inform your instructor of what was broken and put it in the *broken glass* box in your lab. Make sure that someone informs the lab manager so that a replacement piece will be provided. *Do not contaminate the items in the broken glass box with glassware that contains a hazardous substance!*
3. If you change your gloves, put them in the regular trash.
4. Your instructor will go over all of the safety and chemical disposal procedures for each lab at the beginning of class. Be sure to pay attention.
5. Do not mark on white sections of beakers, flasks or test tubes. It will make it difficult for you to clean later.

After Lab:

1. Clean your glassware! Use sponges, etc. to clean off any markings made on the exterior of the test tubes, beakers or flasks. *Do not return glassware that is dirty, marked, or oily.* When your glassware is clean, give it a final rinse with dH₂O before leaving it to dry.
 - a. Permanent ink can be removed from glassware using acetone. Acetone should be in a red wash bottle by the sink.
 - b. Marks from grease pens can be removed with warm water and scrubbing.
 - c. Use test tube brushes with soapy water to clean inside test tubes or beakers; use sponges to clean inside beakers. *Rinse well.*
 - d. Hand wash stir rods.
 - e. Droppers should be separated from rubber tops before cleaned and rinsed well. Rubber stoppers also need to be washed.
 - f. Pipettes must be washed by drawing up soapy water inside repeatedly, and then rinsed several times.
 - g. Set boiling chips or glass beads aside to dry on paper towels.
 - h. If you need to wash a piece of glassware or equipment, but are unsure of how to go about it, ask your instructor. It's better to ask someone than have to spend hundreds of dollars on a replacement.
2. Dispose of your chemicals properly. MSC is on a septic system, so many of the chemicals cannot be put down the drain. Use a waste beaker or bottle to dispose of materials that cannot be poured down the sink. Your instructor will let you know which these are.
3. *Do not put solids in the sink that may plug up drains!* This includes sand, dirt, agar, paper, cotton, etc.
4. Make sure all sinks and counters are clean, dry and ready for the next class. Always leave your station the way *you* would like to find it the next time.
5. Wash your hands with soap and water before you leave.