

[SKIDMORE COLLEGE



# Department of Chemistry

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Laboratory Safety Handbook for Research  
Students and Lab Assistants

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## **Introduction**

Guidelines presented in this document are designed for research students and laboratory assistants in order to provide a reference to the safety regulations and proper laboratory practices in the Department of Chemistry. These guidelines meet the minimum requirements of the [Skidmore College Laboratory Safety and Chemical Hygiene Plan](#) (The Plan), and provide a coherent approach to follow with respect to the prevention of injury and damage to property.

## **Training and Documentation**

*Advanced Laboratory Safety Training.* All research students and laboratory assistants must complete the training and pass the proficiency exam prior to commencement of any work in laboratory.

After the completion of the initial course, students are highly encouraged to review these safety guidelines and take part in any necessary lab specific refresher training (as determined by the Principle Investigator (PI)) once per calendar year. The PI is responsible for documenting when students review the safety guidelines and complete the necessary lab specific refresher training.

*Fire Safety Training.* Students must attend training as soon as possible after commencement of research or work in the laboratory. Training will be offered at the beginning of the fall semester. Although this training only needs to be completed once (or as often as determined by the PI)





1. In the event of a fire, leave the laboratory at once. Activate the fire alarm. Use the fire extinguisher, if necessary, to safely leave the lab. Campus Safety must be contacted from a safe location at X5566
2. Clothing fires: If clothing catches fire, STOP, DROP, and ROLL Call for help. Once the fire has been extinguished, go to the nearest shower.
3. If the fire alarm sounds or an order is issued for emergency evacuation all flames must be extinguished and electrical heating equipment turned off, and students must exit the building and await further instructions from College administration.
4. Chemicals in the eye(s): If any chemical has splashed into the eyes, *immediately call for help* and

## **Waste Management**

Containers of hazardous chemical waste must have a HAZARDOUS WASTE label affixed to the bottle. Labels may be obtained through the EHS office or Print Services (located in the Case Center).

Appendix A: Instructions for Completing Hazardous Waste Labels

**HAZARDOUS WASTE**  
FEDERAL LAW PROHIBITS IMPROPER DISPOSAL  
IF FOUND, CONTACT THE NEAREST POLICE, OR PUBLIC SAFETY AGENCY, OR THE U.S.  
ENVIRONMENTAL PROTECTION AGENCY

SKIDMORE COLLEGE  
SARATOGA SPRINGS, NY 12186

Building \_\_\_\_\_ **A** Room # \_\_\_\_\_ **B**

WASTE ACCUMULATION START DATE \_\_\_\_\_ **C**

DATE CONTAINER FILLED \_\_\_\_\_ **D** DATE MOVED TO MT. # \_\_\_\_\_ **E**

Physical state(s) of solida \_\_\_\_\_ **F** Liquida \_\_\_\_\_ Gas \_\_\_\_\_

**CHEMICAL WASTE COMPOSITION**

Individual chemical constituents (names and formulas) \_\_\_\_\_ % by volume \_\_\_\_\_ **H**

\_\_\_\_\_ **G**

\_\_\_\_\_ **H**

\_\_\_\_\_ **H**

\_\_\_\_\_ **H**

\_\_\_\_\_ **H**

\_\_\_\_\_ **H**

\_\_\_\_\_ **H**

\_\_\_\_\_ **H**

\_\_\_\_\_ **H**

HAZARD CATEGORIES (Check all that apply) **I**

ignitable  explosive  heavy metals  corrosive  oxidizer  toxic  air/water reactive  chlorinated solvents

A = Building name where the waste was created  
B = Room number of the lab where the waste was created



**Appendix B: Instructions for Completing a Hazardous Waste Disposal Form**

The online submission form can be accessed at:

[https://www.skidmore.edu/facilities/forms/hazardous\\_waste.php](https://www.skidmore.edu/facilities/forms/hazardous_waste.php)

You must fill out: