

GENERAL

The D-142 Fume-Hood Facility is an important resource for the MAE Department. Please be **responsible** and **considerate** in its usage. **Work safely** and **clean up** after yourself!

SAFETY

Use personal safety protection as required by the nature of the procedure being performed.

Typically chemical laboratory work requires such protection as closed shoes (not sandals), goggles, gloves, laboratory coat.

CHEMICAL STORAGE

Minimize storage of chemicals in the Fume-Hood Facility by only keeping chemicals that you are actively using. If you need to temporarily store chemicals (not acids or bases) that are in use, please label them and keep them in the bins in the space assigned to your group.

Material Data Safety Sheets are required for all chemicals used or stored in the Fume-Hood Facility. You must obtain and install MSDS in the binder provided in the laboratory.

Be diligent with regard to storing only acids in the "ACIDS" cabinet and only bases in the "BASES" cabinet.

Dry supplies and equipment may be stored in the rolling cabinet assigned to your group.

CHEMICAL HYGIENE

Never pour chemicals into sink drain. All chemicals must be labelled and disposed of through Rutgers Environmental Health and Safety (REHS.)

Chemicals that are to be discarded must be stored in the Satellite Accumulation Area (SAA.)

There are separate SAAs for acids and bases. Please do not mix them! If you are not sure, please ask a technician.

Immediately after placing chemicals in the SAA, an on-line request must be submitted to REHS to have refuse chemicals collected from the SAA.

Containers placed in the SAA must have a colored tape affixed indicating the PI or group that responsible for the containers. Color codes will be assigned to PIs and groups.

Clean up all minor spills immediately.

In the event of a large spill requiring special attention please contact a laboratory technician or the laboratory director.

OTHER RULES

Label all chemicals and waste containers with the date, substance name and the Principle Investigator's name. Creating containers of unknown substances is a serious violation of laboratory protocol.

Unknown substances are potentially dangerous and must be disposed of through REHS. It is expensive for REHS to dispose of "unknown" chemicals.

Familiarize yourself with the REHS Chemical Hygiene Guide that is available in D-142.

Learn and comply with all SAA requirements.

Please do not borrow or use other people's chemicals, supplies, or equipment without getting their permission. Always ask first!

Anyone working in the laboratory after 5:00 P.M. must comply with the MAE Department's rule that requires you to have a colleague in the building who agrees to check on your safety every 30 minutes.

If at any time you are unsure about a procedure, STOP and get more information before proceeding.

It is in the best interest of all those using the laboratory not to unnecessarily leave work in the hood for long periods of time (more than 3 hours). However, if you must leave a set-up in the hood please post a note on the hood indicating that there is work in progress, and giving your contact information (name, email, & phone number), and an approximate time when the work will be removed.

For access to the facility, a Qualified-User Agreement must be signed by both the user and faculty advisor. The agreement is valid for 3 years from the date of signing, unless otherwise revoked.