

Standard Operating Procedures for Working in the Organic Chemistry Laboratory Albertus Magnus 316

NOTE: You must read this entire document and both you and the instructor must sign it before commencing any work.

Instructor: _____

This SOP will be used in Albertus Magnus 316.

Summary of how laboratory will be used

Room 316 in Albertus Magnus Hall is an organic chemistry teaching laboratory. The following courses utilize this laboratory: *Organic Chemistry I Laboratory*, *Organic Chemistry II Laboratory*, and *Organic Analysis*.

Laboratory regulations

1. Smoking is prohibited.
2. Consumption of alcoholic beverages is prohibited.
3. The General Laws of the State of Rhode Island require students, teachers and visitors to wear protective eyeglasses while in the laboratory.
4. The misuse of and tampering with any fire and/or safety equipment is prohibited.
5. Removal of chemicals and/or apparatus from the chemistry laboratories shall be considered unauthorized use of college equipment and as such, a violation of the General College Regulations; the penalties for violations are described in the Providence College Student Handbook.
6. Students are permitted to work in undergraduate teaching laboratories only during assigned hours and only while the supervising faculty member and/or laboratory assistant are also present.
7. Chemistry stockrooms and storage areas are open only to anyone in need of first aid, chemistry faculty and staff, and stockroom employees. All other students are prohibited from entering the stockrooms without the explicit permission of a member of the chemistry faculty.
8. All injuries incurred in the chemistry laboratory must be reported IMMEDIATELY to the supervising faculty member. All injuries, no matter how minor, MUST BE REPORTED to the Department Chair by completion of an Injury Report Form within forty-eight (48) hours of the injury.

Emergency services and procedures

1. The Fire Department may be summoned automatically by pulling Fire Alarm boxes located in the hallway just outside the entrance to Albertus Magnus 316. Should the alarm not sound, the Fire Department may be summoned immediately via the nearest exit (see attached map). The Fire Department is summoned automatically when the alarm sounds.
2. Emergency 911 Services (ambulance, rescue squad, police, etc.) are available by direct dialing from campus phones. However, a call placed from a campus phone does not automatically identify the exact location/building of the calling station with the 911 Emergency Center. The calling station is merely identified as Providence College; the caller must convey the exact location/building to the Center. Example of an emergency statement for telephone use: "This is Providence College. A serious accident has occurred in the chemistry laboratories. Please send the (rescue squad, fire apparatus, etc.) to Albertus Magnus Hall room 316 at the College. We will try to have a person at the front gate (Eaton and River) to direct you." The nearest emergency room services are available at Roger Williams Medical Center.
3. Poison information is available from Rhode Island Hospital Poison Center (277-5727) or Roger

- Williams Medical Center Emergency Services (456-2121).
4. Campus Security can be contacted at the Campus Security Office (2391) or, in case of emergency, at 2222
 5. The following personnel must be notified in an emergency situation: the professor in charge, the Chair of the Department of Chemistry and Biochemistry, the office of the Department of Chemistry and Biochemistry, and the Director of Security.

Location of laboratory safety aids (see attached map)

Fire Alarm – in the hallway outside the entrance to Albertus Magnus 316

Eyewash Stations – below green safety shower along east wall and in the middle of the west wall by the windows

Safety Showers – along the west wall near the room entrance and in the northeast corner of the room

Fire Blanket – attached to a pillar in the center of the room

Fire Extinguishers - near the green safety shower along east wall and in the middle of the west wall by the windows

First Aid Chest – in the organic chemistry stockroom (Albertus Magnus 315)

Work Practice Controls

Chemical hazard and waste handling must be reviewed prior to conducting work in the laboratory. At beginning of experiments, your instructor will provide specific chemical hazard and waste handling information. Do not work alone.

Personal Protective Equipment

Wear protective eyewear at all times. Appropriate gloves and lab coats should be worn as instructed for each experiment.

Chemical Handling

Keep containers tightly closed except when dispensing chemicals. Containers that are opened must be carefully resealed and kept upright. Chemical containers and waste container must remain in their designated locations.

Waste Disposal

Appropriate containers for waste disposal will be placed in fume hood 1. Waste containers should only be used for designated substances. If a container is found to be full, the instructor or teaching assistant must be informed immediately.

Spills and Releases

If a spill occurs, immediately stop all work. If the material is hazardous, alert other nearby workers and the instructor to the situation. Make sure no one has received a hazardous exposure. If exposure symptoms are present, seek medical help immediately. Contact the supervising faculty member and/or Providence College's Environmental Health and Safety Office for spill response assistance.

I certify that a risk assessment has been conducted by a faculty member who is familiar with the laboratory use of the chemical being used.

Name: _____ **Signature (lab supervisor):** _____ **Date:** _____