

UNH Department of Forensic Sciences

LABORATORY SAFETY RULES, PRACTICES AND AGREEMENT

(Forensic Science Students and/or any
Students or Individual utilizing the Forensic Science Laboratories)

Read the following laboratory rules, safety precautions, and regulations carefully. Your laboratory conduct will be governed by these rules, and any deviation from these rules and regulations may result in dismissal from the laboratory. After you have read the information, please sign the signature page and return it to your instructor.

General Requirements:

1. All students of UNH who will spend time in a Forensic Dept. laboratory or crime house are mandated to complete annual safety training before being allowed to start working within these environments.
2. Be properly prepared to perform scheduled experiments.
3. There will be no smoking, use of cell phones (unless otherwise directed by instructor), drinking, chewing gum, or eating in the laboratory.
4. Horseplay will not be tolerated. Avoid distracting others that are working.
5. Do not touch your face, handle contact lenses, apply cosmetics or put your fingers in your mouth. Do not store food or drink in lab refrigerators.
6. Always wash your hands after handling laboratory materials. You are required to wash your hands upon exiting the lab whether you were performing lab work or not.
7. Gloves are to be removed prior to leaving the laboratory and may not be worn in non-laboratory areas (offices, computer lab, etc.).
8. At the end of each lab session, clean your lab bench, put away all equipment and materials, and wash your hands thoroughly before leaving the laboratory. Wastes should be deposited in appropriate receptacles.
9. There must be at least two people on the 4th floor at any time lab work is being performed.
10. Always avoid working alone in a laboratory room.

Personal Protective Equipment (PPE):

1. Observe all laboratory signs and chemical labels for required protective equipment.
2. ANSI (American National Standards Institute) approved Visorgogs will be worn over your eyes at all times when performing laboratory work.
3. Face shields should be used when working with larger quantities of liquid chemicals.
4. Wearing contact lenses is discouraged.
5. Always wear gloves when handling any chemicals or biological samples. Never reuse gloves. Inspect gloves for tears or holes before using.
6. Your arms and legs must be covered. You are required to wear closed laboratory coats while working in labs to prevent contaminating your clothes.
7. **NO** short skirts, capri length pants or shorts are to be worn on class days working in the laboratory.
8. **NO** sandals, or open shoes. Wear shoes that cover the entire foot (leather with rubber soles preferred).
9. Tie back shoulder length or longer hair and confine loose clothing to keep away from flames and chemicals.
10. If you are not wearing the proper/approved PPE you may be denied entrance into the lab.

Hazardous Material Safety:

1. Unauthorized experiments are prohibited. Perform the experiments as directed by your instructor.
2. Never take chemicals, supplies, or equipment out of the laboratory.
3. Acids, bases, etc. (any hazardous liquids) should always be transferred between rooms in an approved transfer carrier. Approved transfer carriers can be found in RM 412.

4. Know where the **SDS** (Safety Data Sheets) are found for your chemicals. The SDS sheets contain information that you will need in case there is an emergency. Know how to read them and get the necessary information from
5. Never taste or smell a chemical. Check odors only if instructed to do so, by gently wafting some of the vapor towards your nose with your hand.
6. Students are not allowed to enter the Chemical Stockrooms. Ask a Professor, TA or Lab Mgr. for assistance.

Spills and Other Lab Incidents:

1. **CAMPUS POLICE EMERGENCY NUMBER: 7070 (203-932-7070)**
2. Learn the locations and operation of emergency equipment. This includes eyewashes, fire extinguishers, fire alarms, fire blanket, sinks, first aid kits, emergency showers (in hallway between Rooms 408/409 and 411/412), and **red emergency phone (in the hallway between Rooms 408 and 409)**.
3. Know what to do in case of an emergency. Know how to exit the building in case of an emergency.
4. Report ALL accidents, injuries, and near misses (close-calls) to your instructor immediately. Be sure to fill out an accident/near miss form for your Safety Officer/Lab Manager so that we can prevent future incidents and keep the laboratories a safe place to learn.
5. Treat burns immediately by putting the burned area under cold water for at least 15 minutes. If the burn is mild, the student should report to Health Services for ice and further treatment. If the burn is moderate to severe, emergency services should be called to transport student for appropriate medical care. Have SDS ready to bring to medical facility. Be sure to document any incident with the accident/near-miss form.
6. Clean up all spills immediately and notify your instructor. This includes water.
7. In the event that a chemical is spilled/splashed on your eyes, skin or body, IMMEDIATELY rinse the affected area for 15 minutes. Remove contaminated clothing immediately. Notify professor and refer to MSDS for instruction. Seek medical attention as necessary. Be sure to document any incident with the accident/near-miss form.
8. In case of accidental ingestion, notify instructor immediately and call **campus police 7070 (203-932-7070)** who will call and coordinate emergency medical services (9-911). Have the SDS ready for personnel to determine the necessary course of treatment.

Equipment:

1. Use equipment only for its designed purpose.
2. Turn off any heat source (hot plate, etc.) whenever you are not using it. Never let it operate unattended.
3. Do not use your mouth for pipetting or to start a siphon. Use electric or manual pipettes.
4. Be careful when handling glassware to avoid breakage. Do not use damaged glassware. Discard broken glass, and ONLY broken glass, in designated broken glass boxes. Hand protection should be used when picking up broken glass, use a brush and dustpan for small pieces.

Contacts:

Sandra Hartman-Neumann: Forensic Dept. Laboratory Manager,
Dodd's 402, 203-479-4587

Tim Palmbach: Forensic Dept. Chair, Dodd's 422

Student Safety Agreement

Instructor: _____

Semester & Year:

Course Name:

Section Number:

1. I have read and fully understand the rules, safety practices and regulations governing my conduct in the laboratory.
2. I have asked questions about those that are unclear.
3. I will abide by these rules and regulations for my own safety and that of others.
4. I understand that failure to follow the rules and safety practices presented in the 'Laboratory Safety Rules, Practices, and Agreement' may result in dismissal from the laboratory session (receiving no credit for the experiment) or, for repeated offences, dismissal from the course with the receipt of a W.

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