

**Environmental Laboratories
Department of Civil Engineering
University of Toronto**

Rules and Regulations for Labs in GB 417 & GB 420

The purpose of these Rules & Regulations is to provide a safe working environment for Researchers and Students. The presentation of a clean and tidy laboratory reflects well on all the people working in it, and instils confidence in clients that fund the research in them.

The following are rules to be adhered to by all grad students using the Environmental Laboratories:

1. **Safety glasses and lab coats** must be worn in all labs at all times.
2. **No shorts or sandals** allowed in the labs at any time.
3. Labs should be kept free of clutter. Aisles must not be blocked by equipment to ensure a safe exit in the case of an emergency.
4. Lab carts must not be used to store equipment for extended periods of time. They should be used only to transport samples, chemicals, or equipment from one location to another and promptly returned to the glassware washing room when not in use.
5. Any spills must be cleaned up immediately to prevent any further accidents. If you are unsure of the appropriate procedure, contact the lab supervisor.
6. **All organic chemicals** should be handled in the fumehood.
7. **Any spills, injuries or safety concerns must be reported to the lab supervisor immediately, regardless of their severity.**
8. **Acid and solvent waste containers** must be clearly labeled and stored in the fumehood at all times.
9. Gas cylinders must be transported using the cart provided, and promptly removed from the cart and properly secured. Empty cylinders are to be removed from the lab

immediately, as your supervisor must pay a daily rental charge on all gas cylinders associated with your work.

10. **Samples should only be brought into the Instrumentation lab when ready for analysis. No sample work up or storage is permitted in this area at any time.**
11. **Instrument tops are not to be used as a work area ! i.e. samples and syringes should not be left on the tops of instruments (use a lab cart instead!). Gas cylinders should not be used a coat rack either!**
12. It is the responsibility of any student operating equipment in the analytical room to have appropriate instruction/training prior to use. Speak to your supervisor or the lab supervisor if unsure about any aspect of proper equipment use and maintenance.
13. The atomic adsorption spectrophotometer may be used only after receiving prior permission from the lab supervisor.
14. As all labs are temperature controlled at 20°C, no windows are to be opened at any time without prior approval by the lab supervisor.
15. **Glassware Washing Room:** Glassware must not be left on the counters overnight. Countertops must be wiped clean after each use to prevent them from being stained.
16. **Teaching Lab:** No sample testing is to be carried out in the teaching lab (including the variable temperature controlled room) without the prior permission of the lab supervisor. All students are responsible for the general cleanliness and order of their work areas, and must clean up after themselves.
17. **No food or drink of any kind will be allowed in any of the labs or lab offices.** All students are welcome to use room GB 419 for this purpose.
18. **All samples placed in the 4°C room must be labeled** as to their contents and shall be dated as to when they have been placed into storage, as well as the anticipated date that they will be removed from storage. Samples not labeled appropriately may be removed at any time by the lab supervisor and discarded without prior notice.
19. Water still maintenance will be carried out by students from each of the research labs on a weekly rotating basis, when necessary. Students will be appointed by their immediate supervisors to assist with still maintenance.

- 20. All lab solutions must be labelled with the appropriate WHMIS labels and bear the name of the person who prepared them along with the date on which they were prepared.**
21. All sample containers must bear a proper label as to their contents as well as the name of the student using them. Labels are available from the lab supervisor.
22. Equipment should not be removed from any work area or lab without consulting the professor involved or the lab supervisor.
23. The drying oven in the wash up area is for clean glassware drying only, it must not be used for any other purpose at any time. Any samples found in this oven will be discarded without further notice.
- 24. All students using the environmental labs are required to attend all lab protocol and safety meetings that will be scheduled on an as needed basis. Failure to attend will result in immediate cancellation of laboratory privileges.**
25. All new lab-related information including; upcoming meetings, safety issues and lab use protocols will be posted outside of the lab supervisor's office. It is the responsibility of all students to check the notice board on a regular basis.
- 26. Any student observing any unsafe lab practice or improper use of equipment is to inform the lab supervisor immediately. Our goal is to ensure a high standard of safety at all times.**
- 27. All analytical equipment is to be booked in advance on a "first come, first served basis" Students and researchers may not use any equipment that has previously been reserved by another student or researcher; without prior authorization of the Lab Supervisor. Unauthorized use of any equipment will be subject to immediate disciplinary action.**
- 28. Although it is anticipated that students should have no problem in complying with the above rules regarding safe lab operation, any student observed not following the rules may have their lab privileges cancelled without further notice, or discussion.**

29. All graduating students who have access to the labs and are in the process of completing their thesis requirements must complete an Environmental lab check-out list. The check-out list is available from the lab supervisor and must be presented to GB 105 with the signatures of the Supervisor and the Lab Supervisor. Failure to present this form will result in final grades being withheld until the check-out list has been completed satisfactorily. To ensure that the lab supervisor will have sufficient time to check out your lab area with you, plan ahead, do not leave this activity until the thesis deadline.