



Bergen County Technical Schools
District Administrative Office
327 East Ridgewood Ave.
Paramus, NJ 07652

Honors Biology #111213

Work Procedures

- Never operate equipment without prior training and approval from a teacher/ lab supervisor.
- Immediately report any spills, accidents, or injuries to a teacher/ lab supervisor.
- Never leave unattended experiments while in progress unless instructed to do so by the teacher.
- Never attempt to catch a falling object.
- Be careful when handling hot glassware and apparatus in the laboratory.
- Never point the open end of a test tube containing a substance at yourself or others.
- Never fill a pipette using mouth suction. Always use a pipetting device.
- Make sure no flammable solvents are in the surrounding area when lighting a flame.
- Do not leave lit Bunsen burners unattended.
- Turn off all heating apparatus, gas valves, and water faucets when not in use.
- Do not remove any equipment or chemicals from the laboratory.
- Notify your teacher of any sensitivities that you may have to particular chemicals if known.
- Keep the floor clear of all objects (e.g., ice, small objects, spilled liquids).

Chemical Handling Procedures

- Check the label to verify it is the correct substance before using it.
- Wear appropriate chemical resistant gloves before handling chemicals. Gloves are not universally protective against all chemicals.
- Always use a spatula or scoopula to remove a solid reagent from a container.
- Do not directly touch any chemical with your hands.
- Hold containers away from the body when transferring a chemical or solution from one container to another.
- Use a hot water bath to heat flammable liquids. Never heat directly with a flame.
- Weigh out or remove only the amount of chemical you will need. Do not return the excess to its original container, but properly dispose of it in the appropriate waste container.
- Never mix or use chemicals unless specifically directed to by the teacher.
- Use the laboratory chemical hood, if available, when there is a possibility of release of toxic chemical vapors, dust, or gases. When using a hood, the sash opening should be kept at a minimum to protect the user and to ensure efficient operation of the hood. Keep your head and body outside of the hood face. Chemicals and equipment should be placed at least six inches within the hood to ensure proper air flow.
- Clean up all spills properly and promptly as instructed by the teacher/ lab supervisor.
- Dispose of chemicals as instructed by the teacher.
- Never handle bottles that are wet or too heavy for you.
- Use equipment (glassware, Bunsen burner, etc.) in the correct way, as indicated by the teacher.

Agreement

I have read and agree to follow all of the safety rules and lab procedures set forth in this contract. I understand and acknowledge the elevated level of risk and dangers inherent in a laboratory setting. By executing this document, I acknowledge my acceptance of those risks and dangers and my agreement to comply with and follow all the guidelines and rules of conduct set forth in this general Information and responsibilities guide.

Abigail Oliver 9/15/22
Student Signature Date

Abigail Oliver

Jamnal Oliver 9/15/22
Parent Signature Date