

POLICY STATEMENT FOR LABORATORIES WITHIN THE BUTLER LAB FACILITY

1. **Safety.**
 - a. Safety goggles must be worn at all times in the labs.
 - b. No open-toed shoes are allowed within the lab area.
 - c. Chemical Reactions under way should be written on hood sash.
 - d. All chemicals and solvent containers will be closed and appropriately labeled as waste or chemical entity.
 - e. First year students starting in the synthesis labs are encouraged to work under the supervision of a senior graduate student and should not work in the labs when nobody is present on the floor.
 - f. No reactive chemistry is to take place while working alone in the laboratory.
2. **Broken Laboratory equipment.** Equipment that is broken – not functioning – should not simply be put out of sight. A system for gathering broken equipment and logging broken glassware must be installed in each laboratory in order to replace the broken equipment.
3. **Glassware.** In general, glassware will be cleaned within 24 hrs after use. This point is especially important for specialty glassware such as chromatography column, distillation glassware, Schlenk flasks, etc...
4. **Clutter.** It should be kept to a minimum. It is everybody's responsibility to clean their own clutter daily. Lab coordinators will also organize periodic lab-cleanup days as necessary.
5. **Extended Leave.** Before leaving for an extended period of time (vacation, meetings...) people must have cleaned up their own clutter, dirty glassware, and returned anything borrowed.
6. **Lab Duties.** The lab duties will be partitioned equally amongst the lab members.
7. **Stockroom shopping.** A running list of purchases will be kept for each laboratory, including who did the shopping and what was purchased.
8. **Use of Equipment/glassware from other laboratories.** The policy is simple – ask first. It is inappropriate to “borrow” equipment, glassware or chemicals without first informing at least one active member of the laboratory involved. In addition, instruments and equipment should be returned to their original condition after use.
9. **Check-out procedure.** Each person, when leaving the Butler Labs, must use the existing check-out procedure and identify a 2nd person, along with the faculty, who will remain in the labs for at least a year. This 2nd person will assume responsibility for the samples and other items left behind by the departing person.
10. **Floor equipment.** Every student or faculty (floor or non-floor) must be trained before using any instrumentation or floor equipment by the people in charge of the instrument. Non-floor students must have Butler Lab Faculty approval before using floor equipment.
11. **Instrument signup sheet.** All instruments will have sign-up sheets that will be monitored regularly by the primary graduate student or postdoc monitoring the instrument. It will be the responsibility of the person using the instrument to record problems on the signup sheet as well as to inform the person monitoring the instrument.
12. **Music/English.** Playing music is acceptable in the Butler Labs (in most laboratories around the nation, it is not deemed acceptable). However, it must be played at a level that does not interfere with other members of the laboratory. Only one “earbud” may be used while working in the lab. Similarly, foreign languages should be spoken with consideration for other lab members.