

# Entering and Leaving the Lab

## Entering the Lab

1. When you enter the lab, place your backpack and other personal items into one of the designated spaces.
2. Obtain a pair of goggles from the goggle cabinet and put them on. The goggles are to be worn properly at all times while in the lab. If the goggles get foggy, go to one of the de-fogging stations located in the NHB hallway of the organic lab.
3. Obtain a lab coat from the coat rack. Be sure it is the correct size, put it on and button it up. Wear the lab coat while in the lab. If you need to leave the lab but will remain in the NHB hallway of the organic labs, you do not need to remove the lab coat. If you must leave the hallway for some reason (like going to the bathroom), please remove the lab coat.
4. Obtain all the necessary glassware from your locker and move it to the drawer located at your station in the hood. Do not leave anything on the benchtops except your notebook.

## Leaving the lab

1. If you leave the lab, notify your TA of why and where you will be going. Also let them know when you come back into the lab.
2. Always remove your gloves if you leave the lab for any reason.
3. When you have completed the assignments for the day and are ready to leave, make sure to do the following:
  - a. Clean your work area and put all your equipment back into your locker.
  - b. Ensure that your hotplate/stir plate is off. Make sure that your water line, airline, and vacuum line are all turned off.
  - c. Return the lab coat to the correct hanger on the rack.
  - d. Return your goggles to the goggle cabinet.
  - e. Inform your TA that you are leaving for the day.