

Pacific 216 Lab General Instructions

- **Keep the lab clean at all times; clean up after each day.**
 - ***Clean up spills as they happen***
 - Wipe up spills in fume hood immediately: use baking soda to neutralize any acid, then clean up spill using sponge once chemicals are safe.
 - Plastic trays for the acetolysis chemicals and other acids are to help contain spills. Be sure to keep these clean.
 - Throw away paper towels, rinse out sponges, etc.
 - ***Clean up equipment and dishes as you go***
 - Wipe out the centrifuge if anything spills
 - Wash all tubes and dishes, rinse with DI, put on drying racks. Put tubes and dishes away when they are dry!
 - Wipe down scale
 - ***Label all chemicals with chemical name & concentration, your initials, and date***
 - Make sure there are no conflicting labels on the containers (e.g., lid labeled with one thing in marker, bottle labeled with another thing with tape)
 - Store chemicals appropriately!
 - Keep HF (hydrofluoric acid) with cap tightly on, below fume hood, when not using.
- **Leave a note on the fume hood if you leave your samples for processing overnight.**
 - Tape a note to the fume hood window, including name, date, chemical step, when you plan to return
- **When you are done:**
 - Replenish chemicals when needed.
 - Wash all dishes
 - Wipe down fume hood area and all countertops. Wipe up any standing water.
 - Turn off heat block and/or hot plates.
 - Lower fume hood sash.
 - Put away dishes into appropriate cabinets or drawers.
 - Clean out sink and wash tub, wipe up any water.