Richardson Research Safety Information

Important Phone Numbers

Must use personal cell phone, no fixed phone in lab

Professor Richardson's Cell Phone:	*it should already be in your cell*
Professor Richardson's Office Phone:	*(843) 349-2598*
Emergency:	*911*
CCU Public Safety (Emergencies):	*(843) 349-2911*
CCU Public Safety (non-Emergencies):	*(843) 349-2177*
CCU Environmental Health and Safety	(843) 349-2770

Safety Shower and Eye Wash Near door to Swain 220

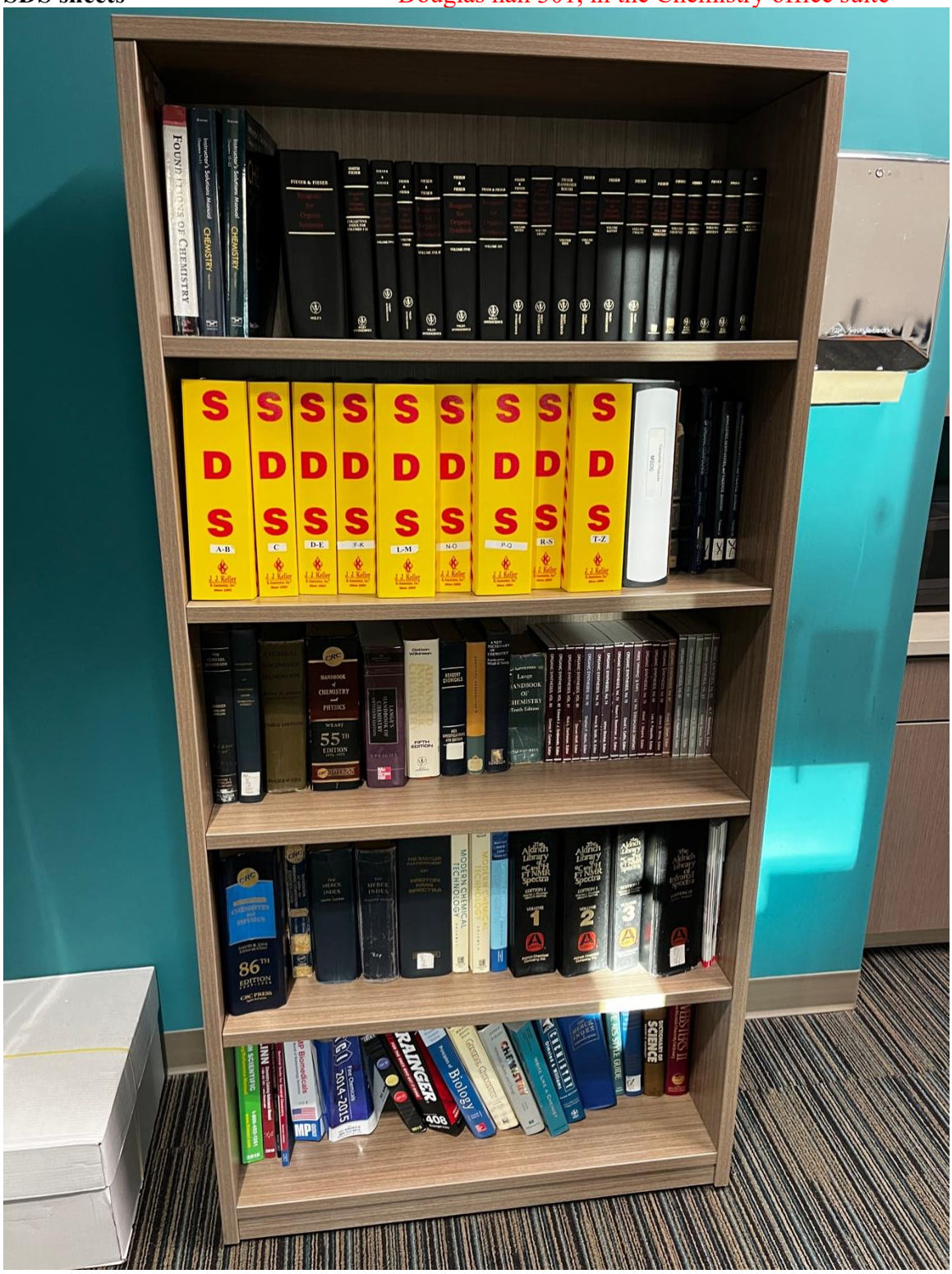
Safety Shower and eye wash Near door to Swain 219

Eye wash **At sink in 219 and 220**

Defibrillator **Central entrance to Swain (1st floor)**

Fire Extinguisher **Hallway by Swain 220, near red valve**

SDS sheets Douglas hall 301, in the Chemistry office suite



Department of Chemistry
Laboratory Rules and Regulations

Safety in the laboratory is a primary concern to both students and instructors. None of the experiments you will perform in this course are dangerous if proper procedures are followed, but accidents may still happen, especially to an unprepared or careless student. Disregard for any of the following procedures will result in immediate dismissal from the lab with grading and disciplinary issues to be addressed on an individual basis.

1. Students may work in the lab only at the scheduled time and under supervision of the group leader. Any exceptions to this policy must be worked out with the instructor in advance.
2. No unauthorized experiments may be performed.
3. Student must wear appropriate safety equipment, unless otherwise specified by the instructor.
4. Sandals, flip-flops, or open toe, top or heel shoes of any kind may not be worn in laboratory areas. Long pants must be worn in all labs. Specifically, there must be no exposed skin between the pants and shoes. Avoid wearing loose sleeves or long hair that may catch in equipment or fall into a flame. Only the forearms may be exposed on the upper torso. Tank tops, very short sleeves, midriff, and low-cut tops are not allowed. Shirts that expose any other areas of the torso are not permitted. Instructors may require that you change clothes before starting an experiment.

5. No food or drink allowed in the lab at any time. No containers or any food related materials will be visible in the lab at any time; they must be stored in a closed book bag. No consumption of food or drink in the lab at anytime.
6. Minimize the clutter in your work area.
7. You are responsible for immediately cleaning up any spilled solutions or chemicals. Inform your instructor of the spill immediately. Neutralizing agents, protective gloves or other safety equipment will be provided as needed. Mercury from broken thermometers presents a special type hazard. Notify the instructor immediately for assistance. Do not touch Hg globules with your hands.
8. All broken glassware should be cleaned up immediately and placed in the proper broken glass containers. These containers are for broken glass only, No Trash!
9. Place all wastes in approved and labeled containers. When in doubt, ask.
10. Use a hood for transferring or working with toxic reagents. Your instructor will advise your class when these precautions are necessary. Pregnant students should inform their instructors so proper precautions may be taken. Also, you may notify your instructor of any allergy or other medical condition they should know about in order to insure your safety in the lab.
11. Never pipette by mouth. Never stir with a mercury thermometer. Do not contaminate reagents by pouring leftover materials into the original bottle.
12. Return all glassware and reagents to designated areas before leaving. Clear off and wipe your workbench area before leaving.
13. Wash hands before leaving lab areas.

CCU Training

Before you begin ANY research, you must complete the following training:

https://www.coastal.edu/ehs/requiredoshatrainings/

Answer the *Safety Training Matrix Flowchart questions* to determine the CCU training you must complete before you may enter the lab.

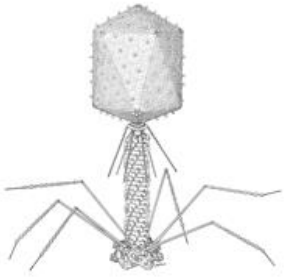
Training can be found at this site: https://www.coastal.edu/ehs/safetytraining/

Richardson Training

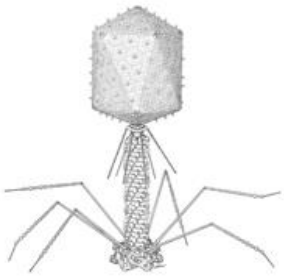
Until Dr Richardson has observed you in the lab and determined you understand the **protocols** and **risks** you may not work in the lab alone (**Greenhorn**). Dr Richardson or the Project leader must be in the lab for you to do research until you have proven competency (**Veteran**) in the laboratory setting. You must complete at least one full semester of research in the lab to ask for Dr Richardson's observation and analysis of protocols and risks; to be considered Veteran status. All questions on this training must be directed to Dr Richardson.

Training Levels:	Greenhorn-	Must be supervised at all time
	Veteran-	Able to work in the lab alone

Please see this website to know which status you have in the lab:
https://professorrichardsonresearch.com/current-lab-members/



Harness Evil to fight Evil



Prof Paul Richardson
Coastal Carolina University

General Expectations

- You must take a Chem 499 class to do research.
- Register before the end of the first week of classes for the semester.
- You must follow the safety rules of the lab. You will be removed if they are not followed. **You must meet this in order to get a passing grade.**
- It is important that you communicate your research to the community so you are expected to present this research.
- You will present your research at a conference (not just the Coastal Carolina University Research Symposium) or you will write a detailed (ACS formatted) paper about your research.
- You are expected to present your research at the Coastal Carolina University Undergraduate Research Symposium.
- Failure to meet any of these rules will result in a reduction of your grade or failure of the class.
- I expect you to be professional with those people around you and to treat each other with respect in and out of the lab. I expect you to be a model student.
- You are expected to communicate with your partner (if you have one) on a weekly basis, so please exchange contact information with your partner.
- You are expected to make a research schedule before the semester begins and to keep to that schedule as best as possible. You can't start lab until the schedule has been accepted by Professor Richardson and you.

Research Expectations

- You are expected to clean up after yourself after each session in lab. If you must leave things out you will attach a note that states what the experiment/stuff is, when it must be kept out, and your name. The note must be legible. Failure to be clean or leave a note will result in a reduction in grade.
- You must text me when you enter and leave lab!
- Grades of C or below in your semester grades will result in your dismissal from the lab the following semester.
- Each research group will present research at a conference or write a lengthy paper.
- Before a student researcher is allowed to work in a lab, they must read and signed the safety protocols for the laboratory.
- Before a student researcher works in a laboratory without direct supervision, they must have been trained on/with the procedures/instruments.
- The student researcher working in the lab must follow the safety requirements for the chemistry lab at all times.
- This is your project and I expect you to take ownership of this project. In most cases you will have a partner to work with.
- If you must miss lab you must set up a schedule to make up that time with Professor Richardson before the missed date, not after.

Weekly Expectations

- You are expected to communicate with your partner on a weekly basis.
- The student researcher must notify Professor Richardson (Via text message or verbal communication) that you are working in the lab and when you leave the lab.
- The student must keep their cell phone with them while they do research. That cell phone must also have Professor Richardson cell phone number in case of emergencies.
- Let me know if anything is running low.
- The student researcher must keep a lab notebook that contains all procedures and data.
- Student Researcher must meet once a week with Dr Richardson to share the progress of the project, data, and problems.
    - **You must meet with me every week (5 minutes).**
    - You must present a lab notebook every week at the meeting

Research Expectations

- You must present your work from the previous week.