

UNT Dallas

Science Laboratory Safety Guidelines

FALL 2025

The following laboratory guidelines **MUST** be followed by the instructors and the students when working in any Science Laboratory at UNT Dallas. *These guidelines will be enforced by instructors and laboratory managers and other guidelines may be added/enforced as necessary.*

Campus Carrying:

"Open Carry" would allow concealed handgun licensees to carry on the outside of their clothing a properly licensed gun. Under the law, openly carrying such handguns will **not be allowed on college campuses.**

➤ ***"Campus Carry" is not "Open Carry"***

"Campus Carry" would allow those licensed individuals to carry **concealed handguns** into buildings on college campuses, except in locations the University establishes as prohibited.

- Science labs are some of the campus places where **concealed handguns are NOT allowed.**
- If a handgun is detected in the lab, **the instructor will deny further use of the lab,** until the issue can be resolved.

Preparing for Lab – Safety Protocol:

1. Read the assigned lab exercises and their safety warnings **BEFORE** attending a lab class.
2. Dress appropriately for lab:
 - a. Water-resistant (not cloth) shoes that enclose the entire foot. **NO** clogs, mules, sandals, flip-flops, slings, or crocs allowed.
 - b. Clothing must cover the legs and torso. **NO** bare midriffs or short pants are allowed during the lab session. Make sure clothing is not so loose as to pose a fire hazard.
 - c. Tie or pin back long hair.
 - d. Wear clothing that, if damaged, would not be a serious loss, since chemicals may damage fabrics.
 - e. ***You will be sent home if you do not wear the appropriate attire.***
3. Discard all food, gum and drinks **before** entering the lab room. No eating or drinking of any kind is allowed in the lab room. This prohibition *includes* gum, mints, cough drops, ingestible medications, and other edible items.
4. **DO NOT** apply cosmetics (lip balm, lip gloss, concealer, etc.) in the lab.

Safety during the Lab Session:

1. Do **NOT** enter the lab until the instructor gives permission for you to do so. **Students will not be allowed to be in the labs if their instructor is not present to supervise them.**
2. Unauthorized people are not permitted in the lab. This includes children and friends.

UNT Dallas

Science Laboratory Safety Guidelines

3. Act responsibly at all times. No horseplay or fooling around is permitted in the lab.
4. Identify the locations of all safety equipment in the lab room including the following: fire extinguishers and fire blankets, first aid kit, eye wash, spill kit and safety shower. Learn how to use them.
5. Place backpacks and other items (**including phones, which are not allowed in the labs**) to be stored in the designated location.
6. Take only necessary materials to the lab table. Cluttered aisles and lab benches are dangerous.
7. Listen to instructions carefully. Perform the experiments as directed. Do not do any activity that is not part of an instructor-approved experimental procedure. Ask questions if you are uncertain about an instruction.
8. Wear appropriate personal protective equipment (PPE) as directed by your instructor. This includes instructor- approved safety goggles or glasses appropriate for the experiment, and appropriate gloves.
9. **DO NOT** handle your personal items (phone, backpack, etc.) while wearing gloves. Remove and dispose of the gloves properly **FIRST**.
10. If you need to leave the lab, remove all PPE (gloves, safety goggles/glasses, lab coat/apron) before leaving the lab. **NO PPE** should be worn outside of the lab.
11. Handle all materials, specimens and chemicals as directed by your instructor.
 - a. Dispose of all materials, specimens and chemicals in the appropriate containers. All waste containers will be properly labeled and indicated by the instructor.
 - b. Treat all materials, specimens and chemicals with respect.
 - c. Never smell or touch chemicals unless specifically instructed to do so.
 - d. Carefully read the label on bottles for the identity of the substance before using it. Abide by any warnings found on the label.
 - e. If you are unsure of a chemical, ask the instructor or check the Safety Data Sheets (SDS) located in the safety equipment station of each lab.
 - f. Never pipette by mouth.
12. Use care at all times when handling sharp instruments.
 - a. Discard of broken glassware in the glass disposal box located in the lab. This box is for glass only.
 - b. Discard razor blades, scalpels, syringes, needles and any other sharp or pointy object in the red plastic sharps container.
13. Use care at all times when using open flames, incinerators or hot plates.
14. Never take chemicals, specimens, supplies, or equipment out of the lab without the knowledge and consent of your instructor.
15. **Notify the instructor immediately of any spill or accident, no matter how minor it seems!**
16. Follow the instructor's directions for cleaning up after a spill or accident.

UNT Dallas

Science Laboratory Safety Guidelines

17. Administer first aid immediately to clean, sterilize, and cover any scrapes, cuts, and burns where the skin is broken and/or where there may be bleeding. Wear bandages over open skin wounds. If you or another student is cut or injured in any way during the lab, **you must inform the instructor immediately**. Do not attempt to clean blood-contaminated spills!

Safety at the End of the Lab Session:

1. Clean equipment as instructed and return to the location designated by the instructor.
2. Dispose of wastes as instructed by the instructor.
3. Clean your workspace with disinfectant.
4. Wash your hands.
5. Collect **all** personal materials and leave the lab room. Any personal belongings left in the lab will be collected by Lab Management and turned in to Lost & Found with Campus Police.
6. Points will be deducted from that day's laboratory if you leave your work area without properly cleaning it.

In case of an emergency, call 911

**For any other issues and help needed in a lab,
contact the Laboratory Manager:**

Dr. Linda Mooberry

Office: FH 253

Campus Phone: (972) 338-1525

Email: LabManagement@untdallas.edu

E-mail: linda.mooberry@untdallas.edu

Or the Assistant Lab Manager:

Ms. Isabella Priest

Office: FH 200L

Campus Phone (972) 338-1475

Email: Isabella.Priest@untdallas.edu

UNT Dallas

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Student Name _____ Student ID _____

You must complete the following information for each lab section in which you are enrolled for each semester. You will keep one copy. One copy will be kept by the instructor and another by a designated campus safety representative. UNT Dallas copies are shredded after 1 year.

Please PRINT all answers.

Do you wear contacts? ☐ YES ☐ NO

*List any allergies or medical problems that your instructor should be aware of.

Please list a person to contact in case of emergency and a working phone number for him / her.

Emergency Contact Name	Relationship (parent, spouse)	Area Code	Phone Number
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I have read, understand, and agree to follow these safety rules and procedures. I agree to abide by any additional instructions, written or verbal, provided by my instructor. *I understand that if I do not comply with these safety rules, I may not participate in the lab activities and will forfeit any grades to be earned during that lab period. Continued non-compliance may result in my removal from the course.*

Student's Signature

Printed Name

Date

As your instructor, I assure you that I have read and that I understand these safety rules and procedures. I have agreed to enforce and follow them.

Course

Section

Semester

Year

Instructor's Printed Name

Signature

Date