

Mineral Separations Laboratory Regulations LFG 215

- 1) **All lab users must sign in** when they enter the lab to use equipment. Please sign in on the sheet (on clipboard) when you enter the lab and begin work. Be sure to note what equipment you use.
- 2) **Equipment must be left cleaned and organized.** Leave things cleaner and neater than you found them. Ultimately, faculty are responsible for their students actions.
- 3) **Samples must not be left out unattended** without a note stating who they belong to and when they were left. If you are working on a project that will take a day or longer it is ok to leave your samples and equipment out, but they must be tagged - your name and date left **must** be on them. Unidentified samples left out for more than two days will be disposed of and you will have to begin your project again.
- 4) **Heavy liquids must not be left out for more than a few hours**, as exposure to air and light degrades them. Heavy liquids which have been diluted with acetone should be either reclaimed to their original specific gravity, or kept in a clearly labeled bottle with the specific gravity marked on it.
- 5) **Broken equipment (e.g., glass beakers) must be noted** on a separate sheet, which will allow us to track needed supplies. This is not meant to "punish" people who accidentally break glassware, but to allow us to keep the lab in working order by ordering replacement glassware as needed.
- 6) **Regulations require that students are not to work in the laboratory alone.**
This can be satisfied by students notifying a faculty member (e.g. their advisor) that they will be in the lab. The faculty member should check on the student periodically. If you or your students are not familiar with the lab please contact either Terry Spell or Kathy Zanetti prior to use as there are hazardous chemicals (seriously) and important safety precautions.
- 7) **Lock the doors when you leave.** We have had serious problems with the laboratory left unlocked and unattended. If equipment is stolen it will impact everyone's work, especially if it is not easily replaced.

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Final Note: With the new access card system it will be easy to identify who violates these procedures. Repeat offenders will have their privileges to use the lab suspended.

Contacts: Christopher Adcock 702-774-1429 christopher.adcock@unlv.edu

Maria Rojas 702-895-5758 maria.rojas@unlv.edu

By signing the document you agree to these terms and conditions. If you break the terms and conditions of this agreement, you will no longer have access to the Mineral Separation Lab.

Print your name _____

Print name of your Faculty Advisor _____

Signature: _____ Date: _____

Last six numbers of your Qcard: _____

Return all forms to Maria I. Rojas