

**Lab Notebook Guidelines 2017-18**      **AP Chemistry****Lab Notebook Setup:**

1. Use composition book for lab notebook. Purchase at least two to avoid multiple trips to the store. They can be purchased at office supply stores like Staples, Office Max, etc., and cost about \$1.
2. Clearly label the cover of your lab notebook with your name, period, and teacher's name.
3. Number all pages on the upper right hand corner in ink (on the front side only).
4. The organized and neatly written lab write-up goes on the right-hand side of each page. The left-hand side is for scrap and preliminary calculations. Nothing on the left-hand pages will be looked at or graded by the lab instructor, but very little should be written on the left-hand pages.
5. Leave two pages (pages 1 & 2) for your "Table of Contents" (TOC), which should include experiment titles and corresponding page numbers as they are performed.
6. Leave one page (page 3) for your "Contact List". Names, emails, and phone numbers of lab partners will go here; be sure to update as the class year continues and you change partners.
7. Paste/ this document on Pages 4 and 5 (and list in the TOC).
8. **Pages Numbered and Dated:** When you begin writing on a new page, record the date in the upper right corner below the page number.
9. **Ink Only, No Whiteout:** Use permanent blue or black ink for all lab notebook entries. Do not erase, ink-over, or whiteout anything you have written; simply cross out errors with one line so they are still legible (e.g. ~~0.503 g~~ 0.530 g)

**AP Chemistry Lab Safety Rules**

1. The laboratory is a place for **serious work**. Maintain a wholesome, businesslike attitude at all times. Social talking during labs makes for a potentially hazardous situation and maybe considered a safety violation.
2. Never, under any circumstances, attempt unauthorized experiments.
3. **Always wear protective goggles when in the laboratory** . Contact lens wearers must know the added dangers of contact lenses.
4. Any accident involving even a minor injury must be reported to the instructor at once. Beware of hot glass, which is indistinguishable from cold glass. Watch for small chips and cracks on glassware.
5. **All books, backpacks and other personal items should remain under the tables on the lab days to prevent accidents.**
6. Do not touch, taste, or smell chemicals unless directed to do so. When observing the odor of a substance, do not hold your face directly over the container. Fan a little of the vapor toward yourself by sweeping your hand over the top of the container (a.k.a. wafting.)
7. Know the location of the fire extinguisher, fire blanket, and eyewash in the laboratory. Know how to use the eyewash. As a rule, wash eyes for 15 minutes. Fire blanket may be used to smother fires or act as a dam for spilled liquids.
8. Keep the goggle cabinet neat. Return goggles in their proper use, so they can be sterilized for the next class.
9. When diluting concentrated acid, pour the acid slowly and carefully into the water with constant stirring to dissipate the heat of solution that can cause the solution to boil and splatter. Never add the water to the acid. "Do what you oughter, add acid to water (AAA).
10. If an acid or other chemical is spilled on your skin, wash it off immediately with water. If an acid or base is spilled on the counter or on your clothing, neutralize it and then wipe it up with water. *Acid on clothing: use baking soda (a weak base) to neutralize and base on clothing: use vinegar (a weak acid) to neutralize*
11. Throw all waste as instructed by the teacher for each lab.
12. Always **read the labels twice** before taking anything from a bottle, since many chemicals have similar names. Use as little chemical as is convenient to perform your experiment or fill your apparatus; you can always come back for more. NEVER return unused chemicals to the dispensing bottle to prevent contamination. **Put the lids back on chemical containers when you are finished with them.**
13. The electronic balances are expensive and somewhat fragile. Do not press on balance pan (they are not designed to move). Never place chemicals directly on balance pans, since they chemically react with some of the salts we use in class. **Clean the balance of any spilled material when you are finished.**
14. Keep your apparatus and lab station clean always. Wipe up spills since YOU know what those spills are; acid and water look the same to the next student using that station. **The student who picks up and sets up the apparatus needs to return the apparatus to the same place.**