












Date: / /

This form should be completed for every experiment left to run beyond normal working hours (Mon.-Fri. 7am-7pm) and at weekends or University closed days.

Details		PPE Required	
<ul style="list-style-type: none"> Location in Lab: (specify Lab, fumehood, bench...) Equipment: (describe...) Responsible Person: Phone home: cell: 2nd Contact: (Name & Phone) 	<input type="checkbox"/> None <input type="checkbox"/> Safety Shoes <input type="checkbox"/> Tyvek Suit <input type="checkbox"/> SCBA <input type="checkbox"/> Respirator (type) : ... <input type="checkbox"/> Other (specify) : ...	<input type="checkbox"/> Safety Goggles <input type="checkbox"/> Gloves <input type="checkbox"/> Lab Coat	
Services being Used (Include brief description)		Effect of Failure of Service	
<input type="checkbox"/> Electricity _____ : <input type="checkbox"/> Water _____ : <input type="checkbox"/> Compressed gas (name) _____ : <input type="checkbox"/> Air _____ : <input type="checkbox"/> Vacuum _____ : <input type="checkbox"/> Other (specify) _____ :			
Hazards (Tick as many as necessary)			
<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>	<input type="checkbox"/> Other Hazards (specify) : ...		
<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>			
Spillage		Fire Fighting	
<input type="checkbox"/> Spill Kits (specify) : ... <input type="checkbox"/> DO NOT ENTER <input type="checkbox"/> Other (specify) : ...	<input type="checkbox"/> Water <input type="checkbox"/> Foam <input type="checkbox"/> Other (specify) : ...	<input type="checkbox"/> Powder <input type="checkbox"/> Blanket <input type="checkbox"/> CO ₂ <input type="checkbox"/> Sand	

General Precautions **for Unattended Operations**

- Label all chemical containers, including reaction vessels and process equipment.
- Make a contingency plan for unexpected interruptions in utility services (e.g., electricity, cooling water, inert gas) and train all lab workers on the emergency call list.
- Be vigilant about notices of utility shutdowns. Remember that such shutdowns frequently occur on weekends and holidays.
- Conduct routine inspections of the process daily. Look for damage or defects in equipment and cracks in glassware. All apparatus must be firmly clamped or secured in place.
- Support and orient separatory and addition funnels so that the stopcocks will not be loosened by gravity. All glass stopcocks should be freshly lubricated. Use a retainer ring on the stopcock plug. For equipment attached to ring stands, orient the piece with the center of gravity over the base.
- Attach water hoses securely with wire or clamps. Secure equipment racks at the top and bottom. Secure stirrer motors and vessels to maintain correct alignment. Magnetic stirring is preferable. Use non-sparking or air motors when possible.
- Ensure adequate stock of reactants in the system if depletion of reagent supply poses a hazard of driving a reaction to dryness.
- Place pans or trays under equipment or vessels in the event of leaks or spills. Place protective shielding around reactive processes.
- Keep chemical waste containers, and stored flammables and combustibles away from heated devices.
- Check pressure relief devices regularly for proper operation.
- Provide a fail-safe mechanism on electrically heated devices such as hotplates, hot-tube furnaces, heating mantles, air baths, sand and oil baths (e.g., high temperature shut off control).
- No open flames are permitted overnight.
- Keep a light on in the experiment area at all times.