INSTRUCTIONS FOR **OVERNIGHT EXPERIMENT NOTICE**

When to complete this notice?
Complete this notice for each potentially hazardous experimental procedure or for functioning equipment left unattended in your lab overnight.

What procedures or pieces of equipment are hazardous?
Hazardous procedures or equipment requiring this notice include those involving highly reactive chemicals; highly exothermic reactions that must be contained; reactions that produce hazardous waste products (including solids, liquids, gases or stench); and equipment that generates heat or pressure.

How to complete this notice?

- Complete all blanks, or write "Not Applicable". DO NOT use symbols or abbreviations. Describe all emergency procedures, hazards and explanations in layperson's terms since emergency personnel (fire department or security personnel) are not trained scientists and must understand the laboratory situation completely before entering.

- Post one copy alongside the **EMERGENCY INFORMATION** sign already posted on each door to the lab, and a second copy next to the apparatus or equipment used for the experiment.

Who can answer questions?
Contact the Office for Research Safety (ORS - Chicago, 3-8300, Evanston, 1-5581) for clarification if you have any questions about whether your experiment requires this form. You do not need to file this form with ORS; it is only for emergency notification purposes.

Cut along dotted line and post the OVERNIGHT EXPERIMENT NOTICE appropriately

OVERNIGHT EXPERIMENT NOTICE

Location within laboratory:_____Date of experiment:

Experimenter's name / evening phone:_____

_____

Principal Investigator's name / evening phone _____

_____

Description of experiment or equipment:_____

_____

_____

Reactants involved, gases evolved, products derived:_____

_____

_____

Directions in case of emergency or utility failure

_____

_____

Potential Hazards to emergency responders entering the lab:_____

_____

_____

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.