**TA Training Guide – Chem 103/105**

1. **How to handle a student that is wearing shorts, or pants that do not cover their ankles?**

Explain the safety policy and give an example as to why this is important (for example, chemicals can easily absorb through socks, so the pants serve as a layer of protection). TA can also suggest the student bring a pair of sweat pants and change just before lab – many of our students do this.

The TA can remind the student they have 20 minutes from the start time of the lab to correct any necessary attire and still attend lab. They may call a friend to bring them the correct attire they need – the same time limit applies and they must wait in the hall for their friend.

Problems should be reported to the lab staff – Serenity Desmond or Justin McGlauchen (11AM – 7PM) or Stephanie LeGare (7:30AM – 11AM). Staff can be called to the lab using the walkie-talkies.

1. **How to handle students that are not wearing appropriate PPE?**

Students need to wear lab coats (blue or white coats allowed; not aprons) and they must wear safety goggles (not glasses). Explain the safety policy, including that many of the chemicals the students work with have vapors that would more easily reach the students eyes with glasses rather than goggles.

1. **How to handle i-card scanning issues?**

**Examples of student issues: forget card, forget to scan card, scan card late, student completed lab even though the did not scan in or scanned in late.**

Policy: Students are required to scan their i-card at the “i-card scanning station” before the 20 minute mark of the lab in order to attend and receive credit for the lab and access to the post-lab assignment.

Students who forget their i-card, have until 20 minutes from the start time of the lab to obtain their i-card.

Students who fail to scan their i-card (for whatever reason) or scan their i-card late will receive a zero on the lab and the post-lab assignment, even if they remain in the lab and complete the assignment.

Students are allowed entry to lab one time without their i-card, but this must be approved by the Course Coordinator or Serenity Desmond before the 20 minute mark of lab. The approver will contact the TA to let him/her know the student may attend lab this one time.

1. **What to do when a student becomes angry at either you or a fellow student? Example: Student getting upset when told to clean up their area.**

The TA should calmly address the student and ask them to please clean up their area. If the student is very angry, the TA can ask them if they would like to step out of the lab for a few minutes and collect themselves/calm down, then return to clean up the area. Persistent problems should be reported to Serenity Desmond.

1. **How to help make sure the lab equipment is well taken care of (ex. Balances), and equipment/work areas are clean before leaving?**

Remind students it is important to clean up after themselves so the balance is ready for the next student who needs to use it. May also remind the student that they earn points every lab period for cleanliness. These points are awarded to the class as a whole, not to individual students.

Missing or broken glassware can be obtained from the a member of the lab staff (often a student employee) working at the prep rooms (2005 or 1005). There will be note on the prep room door if the attendance is not present. Students should notify their TA before leaving the lab to go to the prep room.

1. **What do to when students are mishandling chemicals?**

The TA should kindly address the student and explain to them the proper way to handle chemicals. This is most common when students try to pour directly from a 4 L container into a small container such as a graduated cylinder. (Note, students are instructed to use beakers to obtain chemicals)

1. **What are the common waste disposal processes?**

Sharps – red container

Broken class – white container

Contaminated paper/plastic pipets/weigh boats – green bucket

Chemicals – Labeled containers

1. **What to do when a student spills a chemical?**

The TA should first check the pH of the chemical. If TA should neutralize the spill using sodium bicarbonate (for acids) or citric acid (for bases). Then proceed with paper towels (for small spills) or the absorbent materials in the spill kit located in the lab . The TA should also use the walkie-talkie in the lab to contact Justin McGlauchen (11AM – 7pm) or Stephanie LeGare (7:30AM – 11AM) to help coordinate cleaning the spill.

1. **What to do when a student gets a cut?**

For minor cuts, the TA should direct the student to a sink where they should thoroughly wash the cut and apply a bandaid. For significant cuts, the student can still wash the wound and attempt to use a bandaid, but they should be directed to McKinley. Severe cuts – call 911. For ALL cuts, the TA should contact Serenity Desmond to complete the necessary paperwork.

1. **What to do when a student passes out while in lab?**

If the student actually passes out, the TA should first call 911, then contact one of the lab staff (Serenity, Stephanie, Justin) using the walkie-talkie. If the student just feels faint or queasy, the TA should contact Justin McGlauchen (11AM – 7PM) or Stephanie LeGare (7:30AM – 11AM) using the walkie-talkie and assist in helping the student to a sitting position just outside the lab. The lab staff will take it from there. The TA also needs to email Serenity the name of the student and section number.