Lab Check-in Procedure

1. Laboratory **room assignments** are made as part of the registration process each semester. All laboratories (6 rooms numbered 202–210 and also labeled A–F) are on the **second floor of Chemistry**. Once classes have begun, permission for adds and section changes is administered by the **Coordinator of General Chemistry Laboratories** in Chemistry 213 who also maintains waiting lists for such changes. Once the semester has begun, all adds and section changes require permission.

2. If you are registered, get your **check-in package** (an inventory list and a breakage card) from the TA in your lab. Have some personal identification ready and be sure to sign the roster.

3. Find the drawer designated in your check-in package, making sure that all documents show the same number. Fill in your name, student ID number, course, and section number on each form. **Please print your name clearly, last name first.** If the area around your drawer is crowded, take the entire drawer to a less crowded bench area and proceed.

4. Take everything out of your drawer, and check each item carefully against the inventory sheet, putting it back in the drawer as you check it off. Make certain that all items in the drawer are accounted for and in good condition. If something is missing or broken, do not check it off on the inventory sheet. **Do not make entries on the breakage card.** Leave broken items out for the TA to check. Page 17 as well as the reverse of the inventory form has pictures of the items with their names. **You are responsible for knowing the names of the items in your desk and other items that you use during the course.**

5. When you have finished, show the inventory sheet and damaged items to your TA. The TA will check the sheet and initial it to show missing or broken items.

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*The breakage card will be the basis for charges to you for broken equipment assessed at the end of the semester.*
6. Take the initialed form and damaged items to the stockroom. Missing and damaged items will be replaced at this time without charge to you. However, **you will be charged for all missing or damaged equipment throughout the rest of the semester.**

7. Put all your equipment back in your drawer, and lock the drawer. **You are responsible for furnishing your own lock when you come to lab next week and thereafter.** Do not leave your drawer unlocked when you leave the lab, since you are responsible for all the equipment in your kit until you check-out at semester end.

8. At the end of the semester, or if you drop the course during the semester, **you must check out of your drawer.** A substantial check-out charge, along with charges for all dirty and missing equipment, will be assessed if we have to do this for you. These charges will be billed to you by the Bursar.
Lab Check-in Procedure

- Beakers
- Erlenmeyer flasks
- Volumetric flasks and stoppers 100 mL and 250 mL
- Test tubes
- Watch glass
- Graduated cylinders 10 mL and 50 mL
- Medicine dropper
- Stirring rods
- Wood block
- PYREX USA NO. 9800
- TEKK USA 20 C ml
- Test tube brush
- PYREX USA NO. 9800
- TEKK USA 20 C ml
- Funnel
- Clamps
- Clamp holder
- Clay triangle
- Evaporating dish
- Bunsen burner
- Thermometer in case
- Wire gauze
- Washing bottle
- Flame test wire
- Bunsen burner
- Thermometer in case