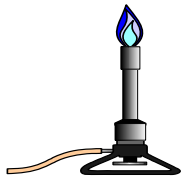
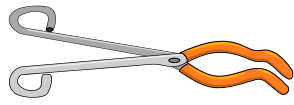


**Lab Check-in Procedure, CHE 133/134 (Rev 10/08)**

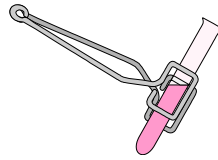
1. Laboratory *room assignments* are made as part of the registration process each semester. All laboratories (5 rooms numbered 323 – 329 and also labeled A -- E) are on the **third floor of Old Chemistry**. Once classes have begun, permission for adds and section changes is administered by the **Coordinator of General Chemistry Laboratories** in Old Chemistry 319 who also maintains waiting lists for such changes. Once the semester has begun, all adds and section changes require permission.
2. 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. The reverse of this page 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.
6. Take the initialed form and damaged items to the stockroom across from Lab D. 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.



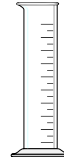
Bunsen burner



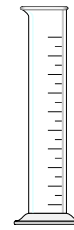
Crucible Tongs



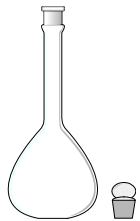
Test tube holder



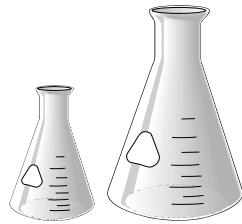
Graduated Cylinders  
10 mL and 50 mL



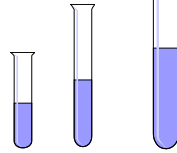
Wash  
Bottle



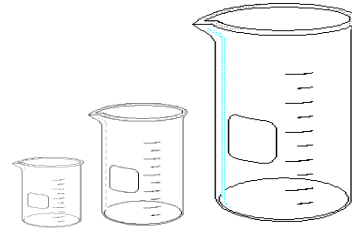
Volumetric Flasks  
& Stoppers – 100 ml  
and 250 mL



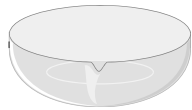
Erlenmeyer Flasks



Test Tubes



Beakers



Evaporating dish



Medicine  
Dropper



Flame Test  
Wire



Ruler



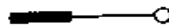
Stirring Rods



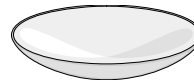
Policeman



Spoon



Test Tube Brush



Watch Glass

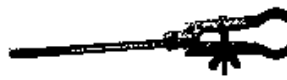
Spatula



Utility Clamp



Clamp Holder



Extension Clamp



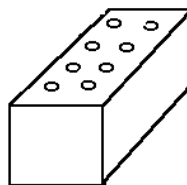
Ring



Triangle



Wire Gauze



Wood Block



Funnel



Crucible & Cover



Thermometer in Case