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 the Chemistry Building**. 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. 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 shows pictures of some common laboratory 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. Sign the inventory sheet indicating that your drawer is fully equipped with the equipment in good condition, subject to any exceptions noted on the sheet.

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 checkout 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

- Bunsen burner
- Crucible tongs
- Test tube holder
- Graduated cylinders 10 mL and 50 mL
- Beakers
- Volumetric flasks and stoppers 100 mL and 250 mL
- Wash bottle
- Medicine dropper
- Flame test wire
- Test tubes
- Spoon
- Stirring rods
- Policeman
- Watch glass
- Spatula
- Volumetric flasks and stoppers 100 mL and 250 mL
- Ruler
- Test tube brush
- Extension clamp
- Wood block
- Crucible and cover
- Funnel
- Clamp holder
- Ring
- Wire gauze
- Triangle