

CHEM 351 EQUIPMENT CHECK-IN

You will be assigned a individual (*i.e.* not shared) laboratory equipment drawer with a combination lock and combination. Open up the lock (get the TA to help if needed) to access the drawer contents. We recommend that you record the combination in your laboratory notebook.

Using the [equipment list](#), identify the contents of your laboratory drawers (your TA will help you do this if needed). If any glassware isn't clean, remove any organic residue using an organic solvent (try acetone first). Once the organic residue has been removed, wash the glassware using soap and water in the sink and then rinse it with cold water and then acetone. If it doesn't come clean, check with your TA.

When you have determined that the equipment is clean, see your TA to sign the check-in form. You will not be allowed to perform any experimental work until the check-in form has been signed.

YOU ARE RESPONSIBLE FOR CLEANING YOUR EQUIPMENT, LOOKING AFTER IT, REMEMBERING TO PUT IT AWAY AFTER USE, AND RELOCKING YOUR EQUIPMENT DRAWER(S) AFTER EACH LABORATORY SESSION.

During the semester, if you need to replace a broken or missing piece of equipment, go to EEEL 208, where the technician will issue a replacement.

Please note that malicious, careless or improper use of equipment or excessive breakage *etc.* may result in you being billed for the replacement cost of the item(s). Equipment costs are provided on the [equipment list](#) (in the course student laboratory manual).

You may also be required to pay for the replacement of broken communal equipment (*i.e.* not part of the normal locker equipment) if the breakage resulted from careless or improper use on your part.

It is important that you remember that you are also required to check-out of your locker by the end of the course **EVEN IF** you drop or withdraw from the course.

ALL STUDENTS WHO CHECK-IN (INCLUDING THOSE THAT DROP OR WITHDRAW) ARE REQUIRED TO CLEAN THEIR EQUIPMENT THEN CHECK-OUT. FAILURE TO CHECK-OUT BY THE LAST WEEK OF THE LABORATORY COURSE MAY RESULT IN A LATE CHECK-OUT FEE.

If you drop or withdraw from the course during the semester, you should check-out of your locker straight away before you forget !