Duncan Hall Building
Service Center Procedures & Fee Information

Spring Semesters

All Chemistry Laboratory Courses, Except 1A & 30 A/B

(1) **Check-out Pad:** The check-out pad that you are issued is to be used only for this specific course. By accepting this check-out pad, you are assuming responsibility for all equipment within your assigned locker, and any materials you check out during the semester. There will be a **$25.00 fine** for any pad that is lost or not returned. It is recommended to keep your pad in your equipment locker.

(2) **Check-in day** is the **only day that you may exchange items in your drawer** that are damaged, or dirty. For all other times, you will have to use your pad (given upon completing check-in) to receive materials from the Service Center. If you miss your check-in day, you will have to make arrangements with your instructor. It is highly recommended that you thoroughly check your locker items for any damage during check-in, otherwise you are responsible.

(3) **Dropping labs:** A fee of **$50.00** will be applied to your account if you **fail to check-out of your locker.**

(4) **Checking-out items:** Place the carbon slip between the **gold** and **green** slip at the top of the pad. This will produce a carbon copy on the **green** slip, of the materials requested on the **gold** slip. You must write CLEARLY, the name and quantity of the item(s) you are requesting on the **gold slip**. Include your and instructor’s name. Once the item is received at the service window, you are responsible. If another student uses your assigned pad, you will be responsible. **There are no exchanges,** with the exception of rubber stoppers, and to exchange a dirty volumetric glass pipet for a clean one (of the same capacity).

**Items that must be checked out (NO EXCHANGES):**
(A). Cork stoppers (size must be specified using cork gauge)
(B). Vinyl/Latex gloves (small, medium, or large)
(C). Items from your locker that are broken or missing
(D). Equipment not included in locker, needed for experiments

(5) **Chemical Requests:** Chemicals that are not part of the laboratory or experiment reagent set, must be checked-out on your pad with your instructor’s signature. Labeled containers must be provided when you need to check out a chemical from the Service Center. The label must have the requested chemical name. Please note a chemical safety bucket must be used to transport chemicals to and from the Service Center.

(6) **Returning Items:** Glassware and other equipment that is checked out from the Service Center is to be returned **clean and operational.** When returning an item, you must provide the **green slip from your pad.** This serves as evidence that the item was returned, and you will not be charged. It is your responsibility to make sure that the **green** slip is provided when returning items. If you have lost the original **green** slip, you can write the name of the item on a blank **green** slip to hand in. There are also **disposable items** that cannot be accepted back. **These will be added to your fee total at the end of the semester.** It is the responsibility of the student to keep track of all **green** slips for items, which have been checked-out during the semester.

**Non-Returnable items (FEES APPLY):**
(I). Cork stoppers
(II). Vinyl/Latex Gloves
(III). Disposable/Plastic/Pasture Pipets

There are also items that you can check-out, which must be returned at the end of the laboratory period. **There is a late charge of $5.00/day.** This starts on the day the item is checked-out, and continues until returned.

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(excluding weekends and holidays). Please note if items are damaged, the student is responsible for up to full replacement cost. Please also note that late charges will not exceed the cost of replacement.

Three/Four Hour Check-Out Items ($5.00/day late fee):
(a). Magnetic Stirrers
(b). Hot Plates
(c). Combination Magnetic Stirrer and Hot Plates
(d). Stopwatches
(e). Digital Thermometers
(f). Burets
(g). Glass/Quartz Spectrophotometric Cells
(h). Other items as defined in specific experiments

(7). Broken, damaged, or lost items, from the inventory of your assigned equipment locker will need to be replaced with a new item from the Service Center, using a gold slip from your pad. There is no need to turn in a green slip for a broken, damaged, or lost item. The lack of a green slip in our records, will serve as an indicator to apply a fee to your account at the end of the semester.

(8). Checking-out: Your assigned check-out day is the only day that you are able to check-out of your locker, unless otherwise approved by your laboratory instructor. On check-out day, any unused portion of your check-out pad must be returned to the Service Center. In order to complete the check-out process properly, you must obtain an inventory card from your instructor. This card must be signed by your instructor, after your instructor has verified that all the equipment within the locker is present, and in good condition. If you fail to check-out of your locker, you will be charged a fee of $50.00. Just dropping the class is not sufficient. You must also physically check-out of your laboratory locker before the end of classes. Only under extreme circumstances are check-out fee alterations considered. Contact your instructor, not the Service Center, in order to discuss the extreme nature and subsequent check-out arrangements. Note in addition to be charged for not checking out of your locker, it is also possible to be charged for items found that are broken, missing, and excessively dirty. For broken or missing items, you will be charged full price for replacement. The charge for excessively dirty items can be up to ½ the replacement cost.

(9). Billing: A bill for broken, missing, and consumable items will be placed on your MySJSU account, after the final week of the semester. A hold will be placed on your account as well. This hold will not allow students to register for the next semester’s classes, or receive transcripts, until this fee is paid. The Service Center does not accept payment for fees. All fees are to be paid via the Bursars Office.

(10). Questions: If you have any questions regarding Service Center procedures/fees, please feel free to ask Service Center personnel. Wishing you the best for a productive and successful laboratory experience.