Check-Out/Fees and Pads

The check-out pad that you are issued for CHEM 113A, 113B, 114 or CHEM 9, is to be used only for the course in which it is issued. By accepting this check-out pad, you are assuming responsibility for all equipment within the locker you are assigned, and as well as any equipment you check-out during the course of the semester. If you allow another student to use your check-out pad, you are responsible for the items that are checked out by the other student. There will be a $25.00 fine for any pad that is lost or not returned. 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 fully, you must obtain a blue locker inventory card from your instructor. The blue card must be signed by your instructor, as it serves as a verification that the equipment within the locker is left in good condition.

If you have accepted a blue locker card at the beginning of the semester and you drop the course at any time past the census date, you will be charged a $50.00 fee. Also if you fail to check-out of your locker at the check-out period assigned for your course, or when you decide to withdraw from the course, you will be charged an additional $50.00 fee plus the cost of any items missing, broken, or excessively dirty found in your locker by Service Center staff. There are no exceptions. Only under extreme circumstances which prevents a student from checking out of their locker are check-out fee alterations considered. Please contact your instructor, not the Service Center staff, in order to discuss the extreme nature and subsequent check-out arrangements.

Bills for broken or missing equipment will be placed on your MySJSU account during or after the final week of the semester. A hold will be placed on your account as well, until the fee is paid. The Service Center does NOT accept payments for fees. Please do not send money or bring money to the Service Center. All fees are to be paid in person at the Bursars office.

Using the Check-out Pad

All items that must be checked out from the Service Center will be checked out using the white sheet from the assigned pad. Utilizing the provided carbon paper, a pink carbon copy will also be made; this copy must be returned along with the items that were checked out. If the pink slip is not returned with the item, it will be assumed that the item was not returned and you will be responsible for the item. All items on the pink sheet should
be returned at the same time if possible. Please avoid returning multiple items, which have been checked out on a number of different white slips, on one pink sheet. This can lead to confusion because often the correct description is not written on the pink slip for the item that was checked out on the original white slip. If you lose the original pink slip, use any blank pink slip from your pad and write only one item per pink slip when you return the item. It is your responsibility to make sure that the pink copy is returned to the Service Center when you return equipment. You will be responsible for the item if no pink slip is returned for items in question.

Disposable items such as gloves, gravity & TLC filter paper, TLC plates, melting point tubes, TLC capillary tubes, corks and pasture pipets cannot be returned to the Service Center once they are checked out. Pink slips for these items are not necessary. The cost of the non-returnable items will be added to your total fee at the end of the semester.

Glassware and other equipment that is checked out from the Service Center is to be returned clean and dry, if items are not clean and dry you will be sent away until the item is acceptably clean. If items continue to be returned dirty, you could be responsible for up to half the price of that item, if you refuse to return equipment clean and dry. It is your responsibility to keep track of items you have checked out and returned. The Service Center cannot provide each student with a list of items checked out and returned prior to the assigned check-out day. Any equipment that is missing or broken from your locker should be replaced by checking the item out on a white sheet from your check-out pad.

**Obtaining Corks/Rubber Stoppers**

Cork stoppers are a non-returnable item. Corks must be checked out using the check-out pad. Once the cork leaves the Service Center there are no exchanges for sizes. Rubber stoppers can also be checked out from the Service Center using your pad. Rubber stoppers are the only exception to the no exchanges rule. You may trade a rubber stopper from your locker for one of the correct size at the Service Center. There are no other exceptions for exchanges. Use your cork/rubber stopper gauge to measure the correct size you need. Do not try to guess the correct size. DO NOT bring a flask, or test tube to the Service Center and ask the attendant to give you a stopper to fit the item, you need to know the of the size stopper you need BEFORE you come to the window and have it written on your white sheet.
Obtaining Chemicals from the Service Center

All chemicals, that are not part of the laboratory 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 your name and the requested chemical name. All requests for chemicals must be turned in one lab period in advance. A personal size bottle of acetone can be checked out at the beginning of the semester and kept in your drawer. You do not need your instructor’s signature to check-out acetone or NMR solvents. Please note there will be a fee of $1.18 per pint of acetone.

Extra Hour Laboratory Work

Permits are required for any work to be done in the laboratory outside regular scheduled class periods. A permit can be picked up in the Service Center. The permit must be filled out in ink and signed by your instructor. Before you start working in the lab, make sure you show your permit to the Service Center attendant and sign in. The best way to make up a missed lab is to attend another lab section of the same course held in the same room. For further information regarding making up labs please check with your instructor.

If you have any questions regarding Service Center procedures or policies, please feel free to ask the Service Center attendant. We wish you the best for a productive and successful laboratory experience.