Upper Division Chemistry

SERVICE CENTER PROCEDURE

**READ THIS TO SAVE TRIPS TO THE SERVICE CENTER!**

The pad issued for this course must be used for this course only. By accepting this order pad, you are assuming responsibility for all equipment in a laboratory locker. **There will be a $10.00 fine for any pad lost or not returned** when your need for the locker is over. The unused portion of this pad and a check-out card signed by your lab instructor (a verification that the equipment is left in good condition) must be turned in at the Service Center at the end of your last laboratory before final examination week or when you withdraw from the course. Otherwise, you will be fined **$50.00 plus the cost of missing or excessively dirty equipment for failure to check out your locker**. Bills for broken or missing equipment will be mailed from the Cashier’s Office during or after the final week of the semester. **Do not** bring cash to the Service Center to pay for the equipment. All bills are to be paid at the Cashier’s Office. **Do not** send your bill and money to the Service Center for payment!

**Use of Order Pad**

All items desired from the Service Center shall be written on a white ticket from the pad. A pink carbon copy shall also be made, and this copy must be returned with the articles listed on it. All articles on the pink tag should be returned at the same time if possible. **Do not** return a large number of items, that have been checked out on a number of white slips, on one pink slip. This leads to much confusion because many times the correct description is not written on the pink slip for the same item checked out on the white slip. If you lose your original pink carbon copy, use any blank pink tag from your pad and write only one item per pink slip when you return the item. It is your responsibility to make sure the pink carbon copy is returned to the Service Center when you return the equipment listed on it. **No credit will be given for the item in question or returned without its pink tag.**

All equipment is to be returned to the Service Center **clean and dry** upon completion of the experiment for which it was drawn. It is the responsibility of each student to make sure all items have been returned. It is to your advantage to turn in the material as early as possible and eliminate adding this work to the other tasks of finishing experiments and checking out locker. **Be advised that the Service Center can not provide an individual list of items for each student prior to the check out.** Please keep track of all the equipment you have checked out through out the semester.

Equipment, that is broken or missing from your locker stock, should be replaced by checking out the broken or missing item on a white ticket from your pad.
How to Obtain Corks and/or Rubber Stoppers from the Service Center

Corks must be checked out by using your pad. There is no trading for corks. To obtain rubber stoppers from the Service Center you can check them out or trade one of the stoppers from your locker. Use your cork/rubber stopper gauge to measure the correct size you need. Never try to guess what the correct size might be. Do not bring a flask to the Service Center and ask the attendant to give you a rubber stopper or cork to fit it.

How to Obtain 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 lab instructor’s signature. Labeled containers must be provided when you need to check out chemicals 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 of acetone bottle may be checked out on your pad during your first lab period if time permits and kept in your locker for use throughout the semester. Your lab instructor’s signature is not required for acetone and NMR solvents.

A towel and a sponge are issued to you to keep your working area in the laboratory clean. Use your sponge, not your towel, to wipe all spilled liquids. When your towel or sponge is dirty, bring it to the Service Center to trade for a clean one.

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 at the Service Center. It has to be filled out in ink and signed by your lab 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 for a missed lab is to attend another lab section of the same course held in the same lab room.

PLEASE ASK IF YOU HAVE ANY QUESTIONS!

Best wishes for a happy and successful semester in chemistry.