

**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

(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.