

Upper and Lower Division Organic Chemistry Laboratories
Science Building
Service Center Procedures & Fee Information

(1). **Check-in day** is the **only day that you may exchange items in your drawer** that are damaged, dirty or have any additional flaws without using your check-out pad. **It is highly recommended that you thoroughly check your locker items for any damage during Check-in, otherwise you are responsible.** To receive additional materials for experiments you need to access the Service Center/Storeroom using an assigned check-out pad. The check-out pad that you are issued for Organic Chemistry laboratory, is to be used only for that course. By accepting this pad, you are responsible for all materials checked-out during the course of the semester. If you allow another student to use your check-out pad, you are responsible. Please note there will be a **\$25.00 fine** for any pad that is lost or not returned and the end of the semester.

(2). **Dropping labs:** Upon **accepting a blue locker card** you will be asked to sign the locker card form which states: **by accepting the blue locker card you are officially enrolled in the course.** If the class is **dropped prior to the census date or anytime thereafter,** you will be charged a fee of **\$50.00**. An **additional fee of \$50.00** will also be applied if you **fail to return to check- out of your locker.** Only under extreme circumstances, which prevents a student from checking out, are check-out fee alterations considered. Please contact your instructor, in order to discuss the extreme nature and subsequent check-out arrangements.

(3). **Checking out items:** When checking-out items from the Service Center, you must write **CLEARLY,** the **name and quantity** of what it is you are checking out on the **white slip** from your pad. Please also **include your name and instructor's name.** Utilizing the provided carbon paper, a **pink** carbon copy will also be made. Once the item leaves the window, you will be responsible for that item. **There are no exchanges,** with the exception of rubber stoppers.

(4). **Corks and 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. **However,** you may trade a rubber stopper from your locker for one of a different size. Use your cork/rubber stopper gauge to measure the correct size needed. Do not guess, or bring an item to the Storeroom and ask the attendant for a stopper. Students need to know the size of the stopper and have the information on the **white** slip.

(5). **Returning items:** Glassware and other equipment that is checked out from the Service Center is to be returned **clean and dry.** When returning an item that you have checked out, please provide the appropriate **pink slip from your pad.** This serves as **evidence that the item was returned and you will not be charged for the item.** If you have lost the original **pink slip,** you can write the name of the item to be returned on a blank **pink slip** and hand it in. There are also several disposable/consumable items that the Storeroom cannot accept back (**please note that these will be added to your fee total at the end of the semester**). It is solely the **responsibility of the student** to keep track of all **pink slips** for items that have been checked-out during the semester. It is advisable to **keep your slips/pad organized and in your locker.**

Non-Returnable items (FEES APPLY):

- (I). Filter paper (> 4.25cm)

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- (II). Cork Stoppers
- (III). Melting Point & TLC Capillaries
- (IV). TLC Plates
- (V). Cleaning Acetone per pint
- (VI). Nitrile Gloves
- (VII). Pasteur Pipettes

There are also several items that you will check out that will have to be returned at the end of the laboratory period, because they are in limited supply. **There is a late charge of \$5.00/day.** This starts on the day the item is checked out until it is returned (excluding weekends and Holidays).

Please also note that if these **items are damaged,** the **student is responsible for up to full price of the item, dependent upon the extent of the damage.**

Three Hour Check-Out Items (\$5.00/day late fee):

- (a). GC Syringes
- (b). Mortar & Pestles
- (c). Polarimeter cells
- (d). Thermowells
- (e). 250/125 ml Separatory Funnels
- (f). Magnetic Stir Plates
- (g). Stir/Hot Plates
- (h). Complete Sets of Standard Tapered Distillation Glassware
- (i). IR Salt Plates
- (j). Keck Clamps
- (k). Ace Micro Scale Glassware Kits
- (l). Magnetic Stir Bars
- (m). Volumetric Flasks

(6). Broken, damaged, or lost items, from the inventory of your assigned equipment locker (During the semester and Check-out day): Broken/damaged items will need to be replaced with a replacement from the Service Center using a **white slip from your pad.** There is **no need to turn in a pink slip for a broken/damaged or lost item.** The **lack of a pink slip** will serve as a method of applying fees at the end of the semester. Please note, the Service Center cannot provide students with a list of outstanding items checked out, prior to or on the assigned check-out day.

(7). 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. A personal 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.**

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(8). **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. 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 host instructor and Service Center attendant. The best way to make up a 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.

(9). **Checking Out (Check-Out day):** Your assigned check-out day is the only day that you are able to check out of your locker, unless otherwise approved with your laboratory instructor and informing the Service Center attendant. If you **fail to check out of your locker** you will be **charged a fee of \$50.00**, as stated on the locker card form. Note **in addition** it is also **possible to be charged** for items, found by the attendant whom completes the check-out, for **broken, missing, and excessively dirty**. For **broken or missing items**, you will be **charged full price for the cost of replacement**. The **charge for excessively dirty items** can be up to ½ the price of the item, depending upon the condition.

(10). **Broken/Missing Items CANNOT** be replaced with **items purchased by the student from internet sites such as Ebay.com, Amazon.com, etc.** Items that are broken during the course of the semester **must be obtained from the Service Center**, as **glassware must meet specific safety guidelines** to be safely utilized by students in the Organic Chemistry laboratories.

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