



Organic Chemistry Lab Drawer Check-In Sheet – Spring 2017

During Check-In:

- Do not check in unless you are officially enrolled in this section. If you are unsure, ask your TA.
- Go through the checklist below and make sure your drawer contains all of the listed items. There are pictures of all of them in Chapter 5 of your Handbook. If you are missing any items, pick them up either from the free drawer items area in the instrument room in M1B40 (items marked with a *) or from the stockroom in M1B45. Missing items will be replaced for free today only. After this, you will be charged for replacement of items whether you broke/lost them or not. **If any of your items are missing or broken, go get replacements right now.**
- Any extra items in your drawer should be placed in the lost-and-found drawer in your lab. Vials with an “ID of Unknowns” label on them should be returned directly to the stockroom.
- If you are having a hard time fitting all these items back in the drawer, you might be able to exchange larger items for smaller versions of the same thing at the stockroom. Also, make sure you don't have any extra items taking up space.
- Copy your locker code down into your phone or wallet (or anything you will have on you at all times), then sign this sheet and give it back to your TA.

During the Semester:

- Any lost or broken glassware must be paid for at the organic stockroom with your Buff OneCard, for billing through the Bursar's Office. Current prices are posted on your lab course website.
- Do not swap drawers, share your locker combination, or loan items to other students.
- Theft of items from the labs, stockroom, or another student's lab drawer will result in a failing grade for the course and referral to the Dean's Office.
- Your lock combination is known only to you and the lab staff. Each drawer is assigned to a single person and locks are swapped after each semester. If your drawer is left open, it is because you neglected to lock it. You are responsible for any missing glassware, so **MAKE SURE YOU LOCK YOUR DRAWER AFTER EVERY EXPERIMENT.** To lock your drawer properly, push it **all** the way shut, put the lock through **both** silver tabs and close the lock. You are also responsible for letting lab staff know if your lock or drawer is broken in any way, so that it can be repaired.

During Check-Out:

- All items must be clean and accounted for.
- **Anyone who misses lab check-out, or whose lab drawer requires additional cleaning by the staff, will incur a \$20 “no show/incomplete” fee in addition to being billed for any missing items.** If you drop the course, you must still check out of your drawer, either at the end of the semester or by emailing the lab director to set up an appointment.

By signing below, you acknowledge that you have read, understand and agree to the above terms and conditions, and that your drawer contains all of the equipment printed below (ignoring any handwritten notes or modifications).

Signature: _____ Date: _____

Printed Name: _____ Student ID: _____

2 NMR tubes with caps and 1 NMR tube case	20 vials w/ caps in plastic box – keep at back of drawer
4 beakers - nest these together to save space	3 round-bottom flasks (25, 50 & 100 mL)
4 Erlenmeyer flasks (any size)	1 condenser
2 side-arm flasks (25-50 mL & 125 mL)	1 vacuum or distillation adapter
3 rubber stoppers (to fit in side-arm flasks)*	1 Y-adapter
2 glass crystallizing or evaporating dishes	1 Claisen adapter
2 watch glasses (any size)	1 thermometer adapter with neoprene fitting
1 stemmed funnel (glass, not plastic)	1 thermometer
1 Buchner funnel (white porcelain)	4 yellow Keck clips*
1 rubber cone-shaped funnel adapter*	1 magnetic stir bar (white oval magnet)*
2 graduated cylinders (10 mL & 50-100 mL)	1 glass Pasteur pipet with pipet bulb*
1 separatory funnel (with stopper to fit)	1 each of glass rod*, spatula*, scoopula*, forceps*



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If you are enrolled in the chemistry majors' courses (CHEM 3361 or 3381), you will have a second lab drawer with some majors-specific glassware. Your two drawers should be side-by-side. It doesn't matter if you move equipment around between your drawers during the semester, but you should make sure it is split up properly when you check out. All the same instructions from the previous page apply to your second drawer as well.

By signing below, you acknowledge that you have read, understand and agree to the terms and conditions on the previous page, and that your second drawer contains all of the equipment printed below (ignoring any handwritten notes or modifications).

Signature: _____ Date: _____

Printed Name: _____ Student ID: _____

4 additional NMR tubes	1 large Buchner funnel (white porcelain)
1 chromatography column	1 Hirsch funnel (white porcelain)
1 24/40 gas inlet adaptor	1 addition funnel
1 large green Keck clip	1 three-necked flask (100 mL)
1 black rubber bulb with metal valve	2 large round-bottom flasks (250 & 500 mL)
2 wooden dowels	1 14/20 glass stopper to fit round-bottom flasks
1 powder funnel (plastic)	1 small magnetic stir bar (white round magnet)
1 large Erlenmeyer flask (500 mL)	1 small separatory funnel (30 mL) with stopper
1 stemless funnel (glass)	