



Organic Chemistry Lab Drawer Check-In Sheet – Summer 2018

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 stockroom in M1B45 or from the free items drawers in the instrument room in M1B40. 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 wallet/planner/etc. (not your experiment manual) or take a picture with your phone,** 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	1 condenser
4 beakers - nest these together to save space	1 vacuum adapter OR distillation adapter (not both)
4 Erlenmeyer flasks (any size)	1 Y-adapter
2 side-arm flasks (25-50 mL & 125 mL)	1 Claisen adapter
2 glass crystallizing or evaporating dishes	1 thermometer & thermometer adapter
2 watch glasses (any size)	<i>These items are always free in M1B40:</i>
1 stemmed funnel (glass, not plastic)	3 rubber stoppers (to fit in side-arm flasks)
1 Buchner funnel (white porcelain)	1 rubber cone-shaped funnel adapter
2 graduated cylinders (10 mL & 50-100 mL)	4 yellow Keck clips
1 separatory funnel (with stopper to fit)	1 magnetic stir bar (white oval magnet)
3 round-bottom flasks (25, 50 & 100 mL)	1 glass Pasteur pipet (from TA's desk) with pipet bulb
20 vials/caps in plastic box; keep at back of drawer	1 each of glass rod, spatula, scoopula, forceps