Organic Chemistry Lab Drawer
Check-In Sheet – Fall 2026

During Check-In:

- Do not check in unless you are officially enrolled (not waitlisted) in this section. If you are unsure, ask your TA.
- Go through the checklist on the back of this sheet and make sure your drawer contains all of the listed items. There are pictures of all of them, to help you identify items. If you are missing any items, go pick them up right now, from either the stockroom in M1B45 or the consumables items drawers in your lab (labeled with the item names).
- 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. Make sure you don't have any extra items taking up space.
- Copy your locker code down into your phone/wallet/planner/etc. or take a picture with your phone, then **sign this sheet and give it back to your TA** before you leave.

During the Semester:

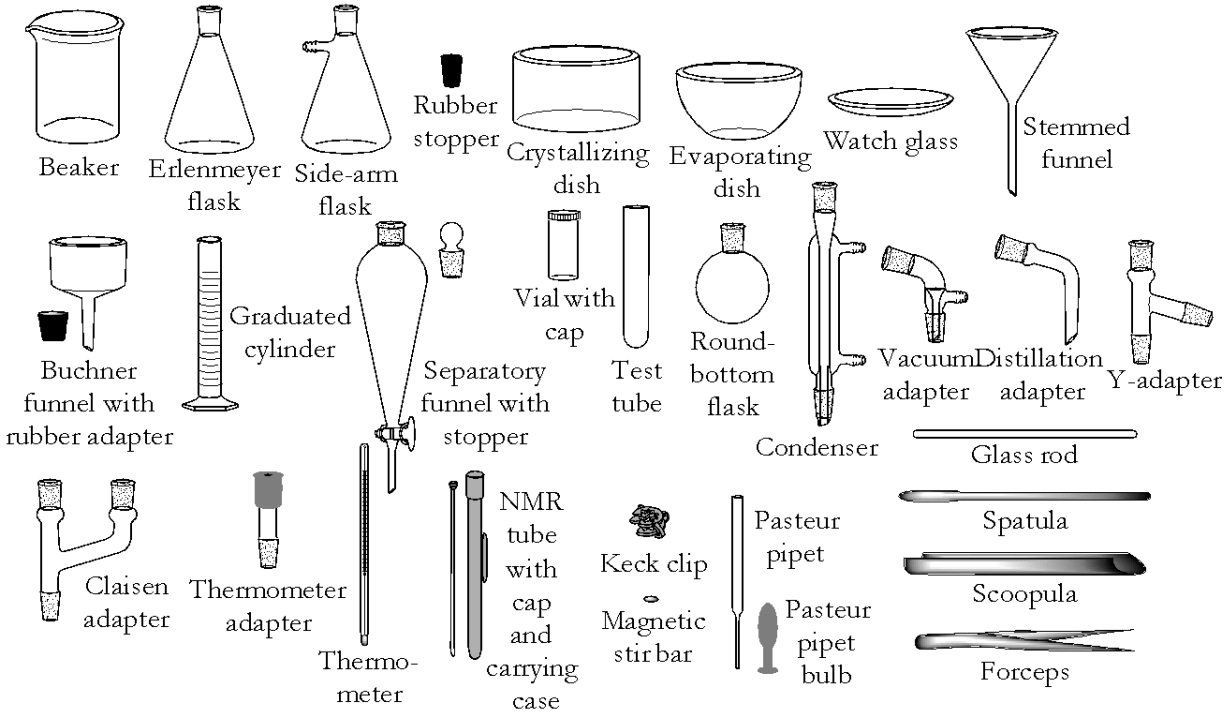
- The safety of you and your classmates is of utmost importance. You **MUST** follow all lab safety procedures. Failure to do so may result in being removed from the lab for that week; repeated failure may result in a failing grade.
- Theft of items from the labs or stockroom will result in a failing grade and referral to the Dean's Office.
- If you are using a drawer in the bottom row, you will be sharing it with a student from another section. **DO NOT DISCARD YOUR DRAWER PARTNER'S SAMPLES OR VIALS.**
- Any lost or broken glassware can be replaced for free from either the organic stockroom or the drawers in your lab.
- Do not swap drawers, share your locker combination, or loan items to other students.
- To lock your drawer properly, push it all the way shut, put the lock through both silver tabs and close the lock. You are responsible for letting lab staff know if your lock or drawer is broken in any way.

During Check-Out:

- You must attend the final lab period in-person. 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. All items must be clean.
- 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.

Signature: _____ Printed Name: _____ Date: _____

	3 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)		***These items are available in your lab's items drawer:***
	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


Beaker
Erlenmeyer flask
Side-arm flask
Rubber stopper
Crystallizing dish
Evaporating dish
Watch glass
Stemmed funnel
Buchner funnel with rubber adapter
Graduated cylinder
Separatory funnel with stopper
Vial with cap
Test tube
Round-bottom flask
Condenser
Vacuum adapter
Distillation adapter
Y-adapter
Glass rod
Claisen adapter
Thermometer adapter
Thermo-meter
NMR tube with cap and carrying case
Keck clip
Magnetic stir bar
Pasteur pipet
Pasteur pipet bulb
Spatula
Scoopula
Forceps