

Semester	Year	Course	Section	Room No.	Desk No.

Organic Chemistry Locker Rules

Some lockers in the Organic Chemistry Lab use a **combination lock system** and some use a key lock system to access personally assigned glassware and equipment for the course. *If you are receiving this page, then you will be utilizing a locker and a combination padlock to store glassware and equipment assigned to you.* The glassware, equipment and MasterLock combination padlock are college property and is expected to be returned by the end of the semester in good condition. Please observe the following rules associated with these lockers:

EQUIPMENT LOCKERS: Each locker contains a plastic bin with a set of glassware and equipment, and is provided with a department-assigned combination padlock. These locks are randomly distributed every semester, and each lock's combination is given only to the student to whom the drawer has been assigned. Chemistry Stockroom personnel may have to unlock your drawer to retrieve a piece of unreturned equipment, but you are the only person who knows your lock's combination. To ensure the security of the equipment you've been assigned, do not give out your lock's combination to anyone, and do not store your equipment in someone else's drawer. If you suspect that someone else may have your lock's combination, the Chemistry Stockroom Manager will assign you another lock, at your request. All assigned items in your locker are your responsibility during the duration of your enrollment in the Chemistry laboratory, please see the separate **STOCKROOM RULES** document for more information.

- *If you forget the combination to your lock, the information may be obtained from the Chemistry Stockroom (with valid ID that matches your lab check-in information).*
- *Chemistry Stockroom staff may check to see if any locks are left open after the laboratory session, if a lock is found unlocked or missing, the locker will be locked with a red lock belonging to the stockroom. The first unlock and return of your assigned lock is free of charge. Any additional red lock removals will have a fee associated as listed in the **RED LOCKS** section below.*
- *Use of any personal locks are not allowed on the Equipment Locker(s). Any non-chemistry assigned locks discovered will be removed, will not be returned, and cost of removal may be billed to the student assigned the locker. Missing or damaged padlocks will be charged \$10.00 to replace.*

RED LOCKS: Chemistry personnel periodically inspect the lab rooms. Among other things, for your security, the padlocks may be checked to make sure all the lockers are properly locked. If a locker is found unlocked, the locker will be locked with a red lock belonging to the Chemistry Stockroom. There is a fee of 50 cents (\$0.50) to have it removed, as listed in the bullet above. ***This is a service***; the red locks are used to ensure that no one else can have access to your locker. Note that stockroom staff do not always have time to make inspections after every lab period -- so make a habit of checking and locking your locker with your glassware, materials, and PPE secured inside your assigned locker at the end of every lab section or you will be responsible for their replacement.

By completing the information below and signing your name, you are indicating that you have read and understand the Organic Chemistry Locker Rules. This document must be signed and submitted to the chemistry stockroom to continue your enrollment in the organic chemistry laboratory for the indicated course and semester listed on the reverse page.

 Date

 Locker #

 Printed Student's Name

 (G#) ID #

 Student's Signature

Please record the following combination lock number in your private records and keep the combination safe. Do not share it with anyone else, including your instructor or stockroom staff. You will need the combination code listed below to access your locker for the semester. This signed Organic Chemistry Locker Rules page is being returned to the Chemistry Stockroom with the other safety information packet documentation, so you will need to record your lock combination prior to leaving the lab today.

CHEMISTRY LOCKER PADLOCK COMBINATION

<i>Two turns to the right to</i>	<i>One turn to the left to</i>	<i>Turn right to</i>
		<i>Pull to open</i>