

## STOCKROOM RULES

The primary goal of the Chemistry Stockroom (CS) is to serve and support the undergraduate teaching program in the Department. It is our policy that everyone will receive fair and impartial treatment from CS personnel. Please keep in mind that the stockroom provides service to several lab sections at once, thus it might appear as if we don't have time to meet all your requests. In order for us to better meet your needs, please be courteous and clear with your requests, and please observe the following rules:

1. The CS window will be open to serve students only during scheduled lab periods. Although your lab instructor or Teaching Assistant (TA) may choose to open the lab early or run late, you will have stockroom assistance only during the scheduled lab time.
2. Various pieces of equipment and/or glassware may be checked out from the stockroom, for up to the duration of the scheduled lab period; however, nothing may be obtained from the stockroom until your instructor or TA has completed his/her presentation. Items will be checked out on a first-come, first-served basis.

When you check out equipment, it is **your responsibility** to verify that it is checked back in by CS personnel, or you may be charged for items presumed lost. Also, equipment must be returned **clean**.

3. Checked out items must be returned to the stockroom **no later than ten minutes before the lab period ends**. Failure to return items on time will result in CS personnel having to retrieve the unreturned item(s) from your equipment drawer, and may result being charged for items that have not been recovered.
4. **You are responsible** for the equipment in your drawer. You will be charged for equipment that is broken or missing; take good care of it! Remember to ensure your drawer is locked when you leave the lab room, and don't loan out any of your equipment or store it in someone else's drawer.
5. It is your responsibility to learn and use the correct name for the item(s) you wish to borrow; the CS staff may not be able to guess what your needs may be. If you have a question as to whether or not a reagent, a piece of glassware or equipment is suitable for the experiment you are about to perform, ask your instructor or TA for help before you go to the stockroom.
6. The CS has several pairs of safety goggles which may be **rented** for a lab period. The charge is **\$1.00** per use. The CS also has a limited number of new and used safety goggles which may be purchased. Contact the CS for details.
7. The CS has a limited number of Lab Coats which may be **rented** for a lab period. The charge is **\$1.00** per use. Contact the CS for details.
8. To ensure the health and safety of Stockroom Personnel and to prevent chemical contamination outside of the laboratory, **gloves are not permitted to be worn outside of the lab** or while interacting at the stockroom window. Please **remove your gloves** before leaving the lab room. If you forget your gloves, the stockroom does offer to purchase 3 pairs (6 each) of nitrile gloves for **\$5.00**. Gloves are available in small, medium or large.
9. Check-Out is required by all students no later than the **last scheduled lab period** for your course in the semester. This includes audits, drops, and withdrawals. **Failure to check-out by the last lab period will result in a \$20.00 check-out fee**. A hold will be placed on the release of grades or transcripts, if necessary, until these fees are paid.

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**Equipment Drawers:** Each drawer (or drawer set) is provided with a key lock. The keys to these locks are used only by the instructors and stockroom personnel. To ensure the security of the equipment you've been assigned, ensure your drawer is locked before you leave your class session and do not store your equipment in someone else's drawer.

**Broken or Lost Equipment Fees:** The purpose of the Broken or Lost Equipment Fees for this lab class is to cover the cost of glassware and equipment which are meant to be **re-used** (such as beakers, erlenmyer flasks, condensers, etc), if they are lost, broken or missing. A fee must be charged in order for the Department to replace this equipment. It would be unfair to charge everyone a fee to compensate for the equipment broken (or lost) by individual students, so everyone is instead charged for breakage (or loss) on a per-item basis. **You are responsible for all of the equipment and glassware checked out to you at the beginning of the semester, and any equipment you may check out from the CS during the semester.** This means that if you break, damage, or lose any equipment checked out to you, you will have to pay for it at the end of the semester.

**Lost and Found:** CS personnel periodically inspect the lab rooms. Among other things, if extra glassware that belongs to a student drawer is found in the lab, it will be placed in the stockroom lost and found. If you lost a piece of equipment, come to the stockroom to see if it was recovered. Items in the lost and found are returned on a first come-first serve basis because when found we do not know to whom the equipment may have belonged. This is a service; the stockroom is not an extension of your drawer storage. Note that CS staff do not always have time to make inspections after every lab period -- so make a habit of ensuring your equipment is in your drawer at the end of every lab section.

**Common Equipment:** The equipment and materials on the islands/drawers located near your equipment drawer(s) contain commonly-used equipment and materials, (clamps, lengths of latex tubing, boiling stones, capillary tubes, etc.) that is general stock for each classroom. These equipment and materials are yours to use during your lab period, but it is also used by other students in other lab sections, so please **clean and return** any equipment and materials you are using to its proper place when you are done.