

## INFORMATION ABOUT YOUR LOCKER & USE OF THE STOCKROOM

You have been issued a locker (drawer) that has been stocked with items considered necessary and most satisfactory for the requirements of your chemistry laboratory course. **The back of this page contains pictures of common laboratory equipment and their names** to help guide you through this process.

On locker check-in day, examine the items in your assigned locker by inspecting the bottoms of the beakers, flasks, and all the test tubes, as these items cannot be used if they are cracked or chipped. Inspect the bottoms and sides of crucibles for any hairline cracks. When cracked crucibles are heated, they will likely break. Inspect the thermometers for cracks or chips in the bulb, or separation of alcohol inside the thermometer, as this means the thermometer is not usable. If you observe any damage, note it (in pencil) on your inventory sheet and set the item aside. When you have completed checking all the items on the sheet, bring the sheet with any damaged items to the stockroom window, or speak with the ISA or your instructor. If necessary, these items will be replaced. If you find any items in excess, return these to the stockroom window, or as directed.

Complete the check-in portion of your locker inventory sheet before requesting any items or assistance. Include your **name, phone number, and email address**.

## GOGGLES & LAB COAT CHECK-OUT

You are **not permitted** to work in the laboratory without safety glasses, as required by the California State Education Code. The stockroom will provide you with approved safety glasses (Z87.1) to use for the duration of the semester.

You will be given the option to borrow a lab coat from the stockroom to protect your clothing. If you choose to borrow a lab coat for the duration of the semester (*highly recommended*), it is your responsibility to return the lab coat **washed and dried** on locker check-out day. Lab coats are available in various sizes (Small, Medium, Large) and make you look and feel like a real scientist!

## RESPONSIBILITY

**You are signing for all items in your locker and certifying that every item is in good working order. You are responsible for the contents of your locker and any additional equipment obtained from the stockroom.** Improper use of your locker contents and additional equipment that results in damage or breakage will affect your grade at your instructor's discretion.

If you drop the course or decide to sign out of the lab before the end of the semester, **be sure to complete locker check-out.**

LOCKER NUMBER: \_\_\_\_\_

COMBINATION: \_\_\_\_\_

# Common Laboratory Equipment

