

## Policy on Laboratory Glassware and Equipment

1. Each laboratory student is provided with a desk locker containing a set of glassware and equipment. Upon checking into the locker, each student inspects the equipment and certifies it by signing the check-in sheet.
2. Upon checkout, the laboratory instructor or assistant, using the same equipment list, certifies that everything has been returned in good condition, including the key to the desk locker.
3. If special equipment is needed to supplement the desk supply or if broken or lost items must be replaced, these are obtained from the issue room on a sign-out basis. Certain consumable supplies such as filter paper, matches, stoppers, etc. are available from the issue room at no charge.
4. You are personally responsible for all glassware and/or equipment issued to you in performing your laboratory work. Such materials are fully accountable and must be returned to stock when you are finished with them.
5. A record will be kept of any breakage. You will be billed by the Cashier's Office for all breakage of glassware and/or equipment, when the total is **\$5.00 or more**.
6. The *replacement* of your key to the lock on the equipment drawer will result in a **\$5.00** charge.
7. Students who fail to check out of the laboratory (through the auspices of Mr. Waite, Stockroom Supervisor) when dropping a course during a semester or at the regular check-out time at the end of the semester, will be charged a fee of **\$15.00, plus billing for breakage, regardless of the amount.**

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**By signing the laboratory check-in sheet I agree that I have read this description of the Policy on Laboratory Glassware and Equipment, understand it, and agree to abide by its provisions.**

### Check out instructions for Issue Room

The order pad contains order forms with a white copy and a yellow carbon copy. The student presents a signed order form (white copy) which is retained in the issue room until the item is returned. The student retains the yellow copy. If the item is returned clean and in good condition, with the yellow copy of the order form, the forms are destroyed and no charge is made. If the item is broken or not returned for any other reason by the end of the semester, breakage charges are determined according to departmental and university policy. **The issue room attendant has the right to refuse any item which is not clean and in satisfactory condition;** you have the same right when borrowing items.