

Upper and Lower Division Chemistry Laboratories

Interdisciplinary Science Building Chemistry Storeroom Procedures & Fee Information

- 1) **Check-in Day:** This is the only day that you may exchange items in your drawer that are damaged, dirty, or have any additional flaws without using your check-out pad. It is highly recommended that you thoroughly check your locker items for any damage during Check-in, otherwise you are responsible. The check-out pad that you are issued for the Chemistry laboratory, is to be used only for that course. By accepting this pad, you are responsible for all materials checked-out during the course of the semester. If you allow another student to use your check-out pad, you are responsible. Please note there will be a **\$25.00 fine** for any pad that is lost or not returned at the end of the semester.
- 2) **Dropping Lab:** If the class is dropped you must check-out of your locker, or you will be charged a fee of **\$50.00**. Only under extreme circumstances, which prevent a student from checking out, are check-out fee alterations considered. Please contact your instructor, in order to discuss the extreme nature and subsequent check-out arrangements.
- 3) **Checking-Out Item:** When checking-out items from the Service Center, you must write **CLEARLY**, the name and quantity of what it is you are checking out on the white slip from your pad. Please also include your name and instructor's name. Properly utilizing the provided carbon paper, a **pink** carbon copy will also be made. Once the item leaves the window, you will be responsible for that item. There are no exchanges, with the exception of rubber stoppers.
- 4) **Returning Items:** Items returned to the Service Center must **BE CLEAN, DRY, AND ACCOMPANIED BY A PINK SLIP**. This serves as evidence that the item was returned. **It is solely the student's responsibility to keep track of all pink slips** (It is recommended to keep all pink slips/ pad organized). Items broken or not returned to the Service Center will be charged at the **end of the semester along with non-returnable items**. Please read the table below to know which supplies are non-returnable or have a late fee. ALL ITEMS MUST BE RETURNED IN THE SAME CONDITION AS WHEN CHECKED OUT. If items are damaged, the student is responsible for up to full price of item, dependent upon the extent of damage. **All items must be handed to Service Center personnel, any items left at the service window will be considered not returned.**

Non-Returnable Items (Fee Apply)	3 Hour Check-Out Items (\$5.00/day Late Fee)
<ul style="list-style-type: none"> - Filter Paper - Cork Stoppers - Melting Point & TLC Capillaries - TLC Plates - Pasteur Pipettes 	<ul style="list-style-type: none"> - GC Syringes - Complete Sets of Standard Tapered Distillation Glassware - Mortar & Pestles - Polarimeter Cells - 250mL Separatory Funnels - Magnetic Stir Plate or Stir/ Hot Plates - Volumetric Flasks

- 5) **Broken, Damaged, or Lost Items:** Replace items in your locker by checking it out with a white slip. **Lack of a pink slip** in the Service Center Records signifies charges are in order. Glassware must meet specific safety guidelines. For the safety of future students, all items **MUST BE PURCHASED BY THE SERVICE CENTER. Do not replace items from internet sites.**
- 6) **Obtaining Chemicals:** All chemicals, that are not part of the laboratory reagent set, must be checked out with an instructor's signature. A properly labeled and appropriate container must also be provided for checking out chemicals.
- 7) **Extra Hour Laboratory Work:** Permits are required for any work to be done in the laboratory, outside of regularly scheduled class periods. Permits can be picked up at Service Center. Permit must be filled out in ink and signed by instructor.
- 8) **Checking Out:** Your assigned check-out day is the only day that you are able to check out of your locker, unless otherwise approved by your laboratory instructor and informing the Service Center attendant. If you fail to check out of your locker you will be **charged a fee of \$50.00**. Note it is also possible to be charged for items found by the attendant who completes the check-out, for **broken, missing, and excessively dirty items**. For **broken or missing items**, you will be **charged full price for the cost of replacement**. The **charge for excessively dirty items** can be up to ½ the price of the item, depending upon the condition.
- 9) **Billing:** If charges are in order, a hold will be placed on your mySJSU account. The hold will be removed when the fee is paid for, at the **Bursar's Office** located in the Student Service Center within the North Garage.
- 10) **Questions:** If you have any questions regarding Service Center procedures or fee policies, please feel free to ask the Service Center attendant. We wish you the best for a productive and successful laboratory experience.

*** Please contact Chemistry Storeroom personnel if you require any accommodations. ***