

LABORATORY CHECK-IN CHECK LIST

If at any time during Check-In you have questions, please ask one of the Instructors.

- Read through the *Laboratory Safety* handout thoroughly. Have any questions about the handout answered by one of the Instructors. Fill in the **Safety Release form**, sign it, and have a Teaching Assistant collect it.
- Go to your assigned **equipment locker** in the Laboratory, write down your combination in a safe place, unlock your locker, take out your **safety glasses**, and put them on. You may want to wash them with soap and water and dry them first.
- Carefully **remove everything** from your drawer and locker and place on the bench top. **Arrange** the contents in groupings of similar items (see the **Equipment List**) for ease in checking.
- Thoroughly **vacuum** or **brush** out your drawer and locker, then **damp wipe** the surfaces with a sponge and water. **Line the bottoms** of the drawer and locker with plastic-backed white liner paper.
- Check** the contents of your locker against the **Equipment List**. Carefully **inspect all glassware** for chips, cracks, or other damage. Make sure all other equipment functions. **Place** any items NOT on the List at the designated place on the side bench top. **Empty** any solutions or solid chemicals remaining in your glassware into the proper **Hazardous Waste Container**. **ASK** if uncertain of the proper container.
- Get a **Teaching Assistant** to check that you have all the items on the Equipment List and arrange to provide you anything that you are missing or is damaged. Make sure you have everything on the List before you and the TA **initial and date it**.
- Thoroughly **wash all glassware** with soap and water using test-tube brushes. Use a burette brush to clean your burette *if necessary*, but be very careful. For pipettes, pull some soapy water into them using a pipette bulb. With your finger holding the soap solution in the pipette, shake it gently. Rinse all glassware first with tap water, then with distilled water. The inner surfaces of glassware should not have water spots on them. *This is a must with volumetric glassware* such as burettes, pipettes, and graduated cylinders. If such spots remain, wash and rinse a couple more times, or soak in a bucket of soapy water. If still dirty, consult with a TA.
- Wash/soak all **paper and tape labels and pen markings** off your glassware. If permanent marker was used, a KimWipe with a little squirt of acetone on it will usually work. Rinse with distilled water afterwards.

- Once cleaned, close the valve on your burette, mount it on a burette stand, fill it well above the 0.0 mark with distilled water, and *very carefully and gently* insert a **00 rubber stopper** in the top, opening the valve quickly a couple of times to release the pressure. ***CAUTION: Do not force the stopper in or apply lateral pressure to the burette. It can break and cause you serious injury.*** Once cleaned and stored in this manner, the surface will stay clean and wetted.
- After all glassware has been cleaned and rinsed with distilled water, let it dry for a while on the bench top, then **store all your equipment** in your locker.
- Now prepare and submit your **sample container for Experiment 2 – Gravimetric Chloride** – by placing a weighing bottle and its lid inside a 250-mL beaker marked with your name and desk number. Cover the beaker with a watch glass and place it in a drying oven. When dry, let the weighing bottle cool, label it properly, and place it on the bench top designated for your section.
- Begin Experiment 1 – Laboratory Techniques.**

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