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ISU Chemistry Department	Stockroom Procedure	Effective Date: 05/01/2020
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1. INTRODUCTION

This procedure provides guidance about lockers and associated locks for the teaching laboratories in which students are assigned their own glassware locker in the ISU Chemistry Department. The stockroom maintains a map of locker locations, locks, and associated combinations for the teaching laboratories 250, 251, and 252. Check in/out sheets for each course are kept on file in the stockroom

2. PRECAUTIONS AND LIMITATIONS

2.1. None

3. APPARATUS AND MATERIALS

3.1. Padlocks

4. REAGENTS

4.1. None

5. INSTRUCTIONS

5.1. Beginning of semester

5.1.1. A key of locker numbers and associated lock/combination numbers is prepared by the stockroom organized by course number and section number.

5.1.2. A master list for each laboratory section is prepared.

5.1.2.1. This list is provided to the instructor of each section.

5.1.3. Slips containing the locker, lock, and combination are prepared for each student.

5.1.3.1. These are provided to the instructor of each section or the laboratory coordinator for distribution.

5.1.4. Provide check in/out sheets listing the contents of each glassware locker for the instructors.

NOTE: *These check in/out sheets are to be filled out by the students at the beginning and end of the semester.*

5.1.5. Items missing from each locker are provided to each student free of charge during check in.

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5.2. End of semester

5.2.1. Items missing from each locker are provided to each student free of charge during check out.

5.2.2. Upon instructor approval of successful checkout:

5.2.2.1. Obtain the old lock from the student.

5.2.2.2. Provide a new lock to the student

5.2.2.2.1. Record the serial number of the new lock on the check in/out sheet.

NOTE: *If students have 2 lockers (Chem 2234 and 3366) record the locker number and lock serial number on the check in/out sheet, and indicate which lock is associated with each locker to the student (i.e. label with tape).*

5.2.2.3. Keep the check in/out sheets from each section.

5.3. Updating locks and lockers

5.3.1. The master list of all locks and lockers is maintained and updated by the stockroom manager.

5.3.2. If necessary, updating may be delegated to a student.

5.3.2.1. The stockroom manager will provide instruction on updating the spreadsheet.