CHECK-IN: PROCEDURE

Please follow <u>in the given sequence</u>

Checkbox

☐ 1. Take attendance. If students are present who are not on your roster, send them to Teaching Laboratory Services (A003).

☐ 2. Assign lockers only to students who have completed the online safety training. **Students who are highlighted on your roster have not completed the online safety training and may not check in until the next lab.**

☐ 3. Inform students who have not finished the online training they must do so by midnight or they may not be able to participate in the next lab. Remind them that they also need goggles and appropriate lab attire for the next lab. **Send these students home**.

☐ *4.* Instruct remaining students to write locker combinations in their lab manual. (*If combo does not work, confirm serial # on back of lock. Call Teaching Laboratory Services if it does not match.)*

☐ 5. Assist students with checking into locker; make sure that they have **ALL** the listed glassware. (*Gen Chem Florence flasks: additional information on backside of sheet*)

☐ 6. Replace any broken or missing general glassware from the TA closet. (*For organic chemistry and advanced courses, send students to teaching stockroom for macro and micro kit items.*) **Do not place broken or dirty glassware in TA closet**. Broken glass goes in the broken glass box. Dirty glassware can go in the blue lost and found bucket.

☐ 7. **When Complete, both student and TA MUST sign and date the check-in section of the locker sheet.**

☐ 8. Remind students they must bring goggles and dress appropriately starting next lab.

☐ 9. **Before allowing these students to leave, collect their locker/safety sheets and make sure they have been filled out correctly!**

☐ 10. Arrange the locker/safety sheets in <u>numerical</u> locker order and put them in the section folder.

☐ 11. Keep a copy of the student roster and the locker combination list for your records.

☐ 12. Place the completed folder, including the **locker sheets and safety agreements,** and the room keys in the bucket. Return bucket to room A003.