

Laboratory Preparation	Identifier: CSP-0007
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1. INTRODUCTION

This procedure provides guidance for various laboratory preparation activities in the ISU Chemistry Stockroom. Laboratory preparations (preps) are created from prep sheets provided by the laboratory instructors to the stockroom. These instructions show the chemicals, equipment, and supplies needed for each individual laboratory exercise. The prep sheets are posted three weeks at a time on the big bulletin board in the stockroom for reference.

The preps themselves are typically stored in boxes on shelves in room 154B, flammable cabinets CAB182-184, or sometimes in the teaching laboratory where they are used. Solvents listed on the prep sheets for upper division courses that are not included in the boxes are often kept in flammable cabinets in the rooms where they are used. It is the stockroom's duty to check, refill, and organize these solvents.

2. PRECAUTIONS AND LIMITATIONS

2.1. None

3. APPARATUS AND MATERIALS

- 3.1. Plastic bins, various sizes
- 3.2. Cardboard boxes, various sizes
- 3.3. Boston round bottles, various sizes
- 3.4. Dropper bottles, various sizes

4. REAGENTS

4.1. Prep sheet specific

5. INSTRUCTIONS

5.1. Chem 1100—Concepts of Chemistry

5.1.1. All prep boxes are located in the stockroom on the shelves in 154B.

5.2. Chem 1103— Essentials of Organic and Biochemistry Laboratory

5.2.1. All prep boxes are located in the stockroom on the shelves in 154B.

5.2.2. Glassware and acids are kept in room 252 where the course is taught.

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5.3. Chem 1111 and 1112—General Chemistry I and II

- 5.3.1. All prep boxes are located in the stockroom on the shelves in 154B.
- 5.3.2. Glassware and equipment are located in rooms 148 and 149 where the courses are taught.
- 5.3.3. Computers that are used for Chem 1112 are located in the stockroom on shelves in room 154A.

5.4. Chem 2213— Inorganic Chemistry I Laboratory

- 5.4.1. All prep boxes are located in the stockroom on the shelves in 154B.
- 5.4.2. Equipment specific lockers are located in room 251 where the course is taught.
- 5.4.3. Each student has a glassware locker assigned to them for this course. See CSP-0008 for instructions on lockers.

5.5. Chem 2234— Quantitative Analysis Laboratory

- 5.5.1. Prep boxes are located in the cabinets in room 252 where the course is taught.
- 5.5.2. Acids and bases needed are stored in the labeled cabinets under the fume hoods in room 252.
- 5.5.3. Unknowns for the course are prepared by the stockroom manager or a specifically designated person.

NOTE: *Unknowns may only prepared by the stockroom manager or students that have already taken the course. Take care to ensure that students currently enrolled in the class do not have access to this information.*

- 5.5.4. Each student has a glassware locker assigned to them for this course. See CSP-0008 for instructions on lockers.

5.6. Chem 3303/3304 and honors—Organic Chemistry I and II

- 5.6.1. Most prep boxes are located in the stockroom on the shelves in 154B.
- 5.6.2. Other prep boxes are located in room 250.
- 5.6.3. Solvents are stored in the flammable cabinets CAB182-184 as well as the flammable cabinets in rooms 250 and 251.
- 5.6.4. Reagents requiring refrigeration are found in the fridge in room 251 or 152C.

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5.6.5. Reagents requiring extremely dry conditions are found in the desiccator in room 154A.

5.6.6. Distillation apparatus necessary for purifying solvents is located in a blue bin in room 154A.

5.6.7. Unknowns for the course are prepared by the stockroom manager or a specifically designated person responsible for prepping the course.

NOTE: *Unknowns may only prepared by the stockroom manager or students that have either already taken the course or are not currently enrolled. Take care to ensure that students currently enrolled in the class do not have access to this information.*

5.6.8. Acetone drums for refilling acetone squeeze bottles can be found in the south west flammable cabinets in room 250 and 251.

5.7. Chem 3334— Instrumental Analysis Laboratory

5.7.1. Prep boxes are created yearly due to changing instructor requirements.

5.7.2. Reagents are kept in a labeled blue bin in room 254.

5.7.3. Drawers containing glassware for each instrument used in the course are found near that instrument in room 255.

5.7.4. A cabinet of universally used volumetric glassware and large poly bottles is located in room 255A.

5.7.4.1. Check and replace equipment in this cabinet as needed.

5.7.5. Necessary flammable solvents are kept in a cabinet under the east fume hood in room 254.

5.7.6. Necessary acids are kept in the cabinet under the east fume hood in room 254.

5.8. Chem 4437— Environmental Chemistry Laboratory

5.8.1. Prep boxes are located in room 252 where the course is taught.

5.8.2. Field equipment is located in the stockroom in 154B in the corner near CAB 182.

5.9. Chem 4438— Experimental Biochemistry

5.9.1. Prep boxes are located in room 251 where the course is taught.

5.9.2. Required buffer solutions are prepared by the stockroom as needed.

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- 5.9.3. Ethanol squeeze bottles are stored in the south flammable cabinet in room 251.
- 5.9.4. Base bottles used for this course are located on the shelf of commonly used solutions in the stockroom in room 154B.
- 5.9.5. Acid bottles used for this course are located in the acid cabinet in the stockroom in room 154B.

- 5.10. Chem 4451 and 4452— Physical Chemistry Laboratory I and II
 - 5.10.1. Glassware lockers for this laboratory are located in rooms 255 and 255A.
 - 5.10.2. Experiment specific lockers are located in labeled drawers in room 255.
 - 5.10.3. Necessary flammable solvents are kept in a cabinet under the east fume hood in room 254.
 - 5.10.4. Necessary acids are kept in the cabinet under the east fume hood in room 254.