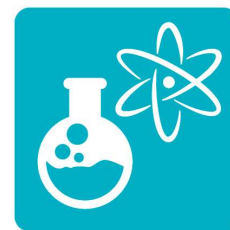




## LABORATORY REGULATIONS POLYMERS DEPARTMENT



1. Every student completes all the exercises assigned.
2. Attendance at all laboratory classes is mandatory; any absence must be justified (medical certificate). In the absence, it is possible to pass the subject provided that the exercise is completed within the time frame specified in the class schedule.
3. The attendance list is checked during classes. It is not allowed to leave the laboratory before the end of the exercises!
4. The person assigned to a particular group attends classes with that group for the entire semester.
5. The conditions for participating in laboratory classes are as follows:
  - a) Familiarization with the HSE (Health, Safety and Environment) regulations of the Polymers Laboratory,
  - b) Knowledge of: the course of the exercise, operation instructions for equipment used during the exercise, safety data sheets for reagents used in the exercise,
  - c) Possession of a lab coat, protective gloves, safety goggles, and closed-toe shoes.
6. Report:
  - a) The exercise report should be prepared in a laboratory notebook (one notebook per laboratory group).
  - b) On the first page of the laboratory notebook, the following information should be provided:

Subject name

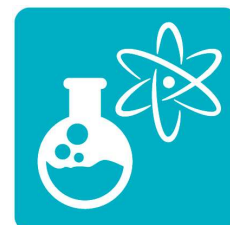
Field of study and year of studies

Group number

and 2 tables should be prepared strictly according to the following template:



## LABORATORY REGULATIONS POLYMERS DEPARTMENT



<i>Excercise no.</i>	<i>Title</i>	<i>Date of Exercise Completion</i>	<i>Report Passed?</i>	<i>Tutor's Singature</i>
1	<i>Polycondensation - obtaining alkyd resin from glycerin and phthalic anhydride</i>	09.10.2010		
2				

<i>First and Last Name</i>	<i>Excercise no.</i>							<i>Average Grade</i>
	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>7</i>	
<i>Jan Kowalski</i>								
....								

Tables should be prepared for the first laboratory class.

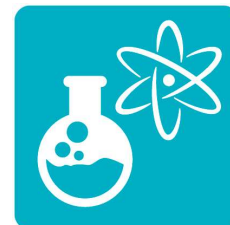
c) The course of the exercise conducted on a given day should be recorded in the laboratory notebook in the following order:

- Exercise number;
- Exercise topic;
- Exercise goal;
- List of reagents;
- Execution of the exercise;
- Any changes in the course of the exercise will be made during the classes.

d) The results obtained during the experiment should be recorded in the laboratory notebook. At the end of the classes, the completed report is submitted to the tutor conducting the exercise.



## LABORATORY REGULATIONS POLYMERS DEPARTMENT



Results processing:

- In accordance with the guidelines provided during the exercise and by the tutor.
- Tables and graphs should be numbered and signed.
- Sample calculations and unit conversions should be included.
- Graphs should be drawn on millimeter paper or using graphic software (students bring their own computer to the laboratory at their own risk) and pasted into the laboratory notebook.
- Improvement of the report:
  - o Corrections are made from the end of the laboratory notebook.
  - o All comments from the tutor conducting the exercise should be addressed.

The report must be submitted within two weeks from the date of return.

e) The condition for passing the laboratory exercise is to settle the accounts for laboratory equipment/glassware and any waste generated during the exercise - the tutor's signature.

7. Passing laboratory classes is based on obtaining a positive grade from all exercises, with a grace period of 3 weeks for retaking a test from a given exercise.

8. The grade for the exercise consists of:

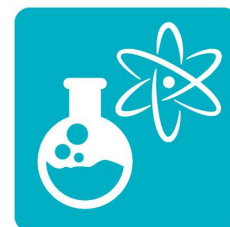
- Entrance test grade,
- Knowledge of the course of the exercise, equipment operation instructions, reagent safety data sheets,
- Laboratory work,
- Exercise report in the laboratory notebook.

9. The final grade in the laboratory is calculated as the arithmetic mean of all exercises.



## LABORATORY REGULATIONS

### POLYMERS DEPARTMENT



10. A one makeup session is scheduled at the end of the semester, after all laboratory classes have ended.

11. The order must be maintained on the workstations. Only items and materials directly related to exercise are allowed on the laboratory bench; outerwear should be left in the cloakroom.

12. Waste generated during the exercise should be disposed of in designated containers:

- "O" - organic waste without fluorocarbons;
- "F" - organic waste with fluorocarbons;
- "S" - solid waste;
- "W" - aqueous phase;

and their quantity should be recorded on the waste card. At the end of the classes, the waste card should be returned to the tutor for that particular exercise.

13. Students who do not follow the tutor's instructions during the exercise or who do not comply with laboratory regulations and/or safety rules can be removed from classes.

14. The website [polimery.put.poznan.pl](http://polimery.put.poznan.pl) provides the procedures for all laboratory exercises and the template for the first page of the report.