

LABORATORY REGULATIONS

DEPARTMENT OF POLYMERS

1. Each student has to participate in all assigned exercise.
2. Attendance at all laboratory classes is mandatory – each absence must be justified (sick leave). In the case of absence on one exercise, it is possible to pass the subject, under circumstances that the exercise is completed within the time provided in the schedule.

3. Before the exercises, the attendance list is checked.

Leaving the laboratory before the end of the exercise is not allowed!

4. The person assigned to the one group takes all the laboratory's exercises with this group throughout the semester.
5. The conditions for participation in the laboratory classes are:
 - a) getting acquainted with the occupational health and safety regulations of the laboratory at the Polymer Department
 - b) knowledge: the course of the exercise, service manual of equipment used during the exercise, the safety data sheet (SDS) of reagents used in the exercise,
 - c) having a lab coat, protective gloves, goggles and full footwear.

6. Report:
 - a) exercise report should be written down in a laboratory notebook A5 (one notebook per one laboratory group),
 - b) first page of laboratory notebook should include the following information:

Course name

Field and year of studies

Group number

and should include two tables according to the example given below:

<i>Exercise number</i>	<i>Exercise title</i>	<i>Date of the exercise</i>	<i>Report</i>	<i>Teacher's Signature</i>
<i>1</i>	<i>Polycondensation - preparation of</i>	<i>09.10.2010</i>		
<i>2</i>				

<i>First and last name</i>	<i>Exercise number</i>							
	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>7</i>	<i>Average grade</i>
<i>Jan Kowalski</i>								
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Tables should be prepared and be ready on the first laboratory classes.

- c) The course of the exercise realized on a given day should be placed in the lab book (before the classes) in the following order:
- numer of the exercise;
 - title of the exercise;
 - aim of the exercise;
 - reagents list;
 - course of the exercise;
 - any changes in the course of the exercise will be introduced on a regular basis during the classes.
- d) The results obtained during the exercise have to be written in a laboratory notebook. At the end of the classes, the full report has to be given to the teacher.

Report:

- In accordance with the guidelines given in the course of exercises and given by the teacher.
- Tables and graphs should be numbered and signed.
- The example of the calculation and conversion of the units should be included.
- Graphs should be made on graph paper or in a graphic program (the student brings the computer to the laboratory at his own risk) and pasted into a laboratory notebook.
- Correction of the report should be delivered within two weeks:
 - Correction should be made at the end of the notebook.
 - All comments from the teacher should be answered.

7. The condition for passing the laboratory exercise is accounting for the laboratory equipment/glass and the waste generated during the exercise – signature of the teacher.

8. The basis of passing of the laboratory is to obtain a positive grade of all the exercises. The grade from the test can be improved within 3 weeks.

9. Final grade of the exercise include:

- grade from the test,
- knowledge of the course of the exercise, equipment manual, reagent safety data sheets,
- work at the laboratory during classes,
- exercise report in a laboratory notebook.

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

11. At the end of the semester, will be one date after the end of all laboratory classes, to work the exercise off.

12. Order must be maintained at workstations. Only items directly related to the exercise may be on the laboratory counter, outerwear clothes should be left in the cloakroom.

13. Waste generated during the exercise must be poured into a designated container:

- „O” – halogen-free organic waste;
- „F” – organic wastes with halogens;
- „S” – solid waste;
- „W” – water phase;

and write their quantity on the waste card. At the end of the class, the waste card should be handed over to the teacher of the exercise.

14. Students who will not follow the teacher's instructions or laboratory regulations and/or safety rules may be removed from the classes.

15. On the website <https://polimery.put.poznan.pl> the course of all laboratory exercises and the template of the first page of the report can be found.