

# CHEMISTRY LABORATORY PROTOCOL



**1** At entry to the Laboratory, leave your bag and other belongings in the designated place



**2** Wear your apron/lab coat



**3** Submit your lab notebook in the beginning. No submission or late submission impacts your internal assessment score



**4** Return all apparatus and clean your place at the end of the experiment



**5** In case of chemical spill, breaking glassware, and accident, immediately seek help from the teacher and lab technicians

# Laboratory Records

## Practical Notebook

**Submit** lab notebook each day at the beginning of the class for evaluation.

- You must write the objective of the experiment, date of experiment, and date of submission in the **index** section for signature of the instructor.
- Write principle, materials/apparatus, procedure, results, conclusion etc. in the **lined pages**.
- Draw structure/schematic, observation table, calculations, graphs on the **non-lined pages**.
- Write the procedure part in numbered steps in your own language and in **past tense and passive voice**. Do not just copy from the instruction manual.

For example:

1. A clean burette was filled with EDTA solution up to the initial mark.
  2. 10 ml of magnesium sulphate solution was pipetted into a conical flask. Approx. 5 ml of ammonium buffer solution and 1-2 drops of EBT indicator were added.
- Write data with proper decimal places of significance.
  - For example, the burette readings are written as 5.0, 0.0, 12.3, etc. (up to 1 decimal place)

The weight is written as 11.000, 23.312, 0.493, etc. (up to 3 decimal places)

The temperature is reported up to 1 decimal place. (like 23.9, 29.0 etc.)

## Data book /Rough Copy

- Maintain a designated copy/notebook regularly for writing your experimental data or readings datewise. In case, your main practical notebook is misplaced/lost, the rough copy may be used to trace back all experimental readings.