

I. General Recommendations

1. The wearing of the blouse during the entire session of TP is mandatory
2. It is essential to prepare for the TP session : carefully read the text of the booklet corresponding to the manipulation of the day
3. Each student is required to clean his bench at the end of each session

II. Precautions to be taken

1. Do not blow out the reagents by introducing dirty pipettes into the bottles
2. Close the bottles immediately after use and put them back in their place
3. Never pipette toxic or corrosive reagents (strong acids and bases and organic solvents) directly with the mouth. Use a propipette for this.
4. Do not fill the burettes directly with the large reagent bottles. Use a small beaker.
5. Do not close the opening of the pipette with the push but with the index finger.
6. Reserve, at the end of the session, 10 minutes for the storage and cleaning of the benchtop.
7. Rinse the pipettes with distilled water and place them tilted on the edge of the tray.
8. Empty the burette and fill it with distilled water.
9. Wash the glassware with soapy water (beakers, erlens, test tube...) and rinse it with distilled water.
10. Wipe the bench with a clean sponge.
11. Do not throw papers or reagents out of the sinks.

III. Recommendation for writing your report

The report that you must give to the teacher is the main part of what you will be graded on. It should include at the top and on the left of the first page the first and last names, the year of study, the subgroup as well as the date and the title of the session.

You must also take great care in writing your report, the outline of which is predefined by the questions that you find at the end of each proposed manipulation.

The evaluation of the report materialized by the grade / 20 will obey the following criteria:

1. Answer the questions asked in the proposed order
2. provide precise, clear and concise answers (Example. if you are asked to write the purpose and principle of the manipulation you are looking for in the introduction what exactly answers this question quite different

superfluous details it will be sanctioned

3. The note will take into account the care that the student will take to handle and store his bench as well as for the presentation of his report.

Rules to be observed for manipulations

1. Before arriving at the laboratory, each student must have prepared, at home, the subject of the practical work that he will have to perform during the session. For this purpose, the chemistry textbook given to him will be used according to the prescribed study plan.
2. Before starting the experiment in the laboratory, it is essential to :
carefully read the description of it in the practical work manual
 - a- prepare everything that is necessary for its realization.
 - b- do not omit to include the date and the title of the experiment on the report of the practical work
3. It is necessary to follow the course of the experiment very carefully in order to remember and note all the phenomena that occur.
4. At the end of the experiment, we record on the report, the personal observations that we were able to make, the chemical reaction equations, the diagrams of the devices and systems used, the conclusions to be drawn.
5. It is forbidden to bring reagents for common use to your workstation.
6. When a reagent is withdrawn from a bottle or container, it is essential to hold them in such a way that the label is at the top and that the product does not get wet
It is forbidden to return the excess reagent drawn off into the bottle from which it has just been taken. We need to pour this excess into the sink.
The same rule applies to dry reagents
7. Dry reagents should only be removed with a spatula.
8. After the indicated quantities of the reagents have been taken, the bottles must be immediately capped and put back in the same place.
9. To carry out the experiments, only the minimum quantities of all the reagents are used.
10. It is forbidden for students to carry out experiments not provided for in the program and without authorization from the teacher; this is for safety reasons that are easy to understand.
11. Before leaving the laboratory, each student must have washed all the glassware of the one he has used and put his workstation in order.