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| Preparation form | **Exp. no.:** *e.g. ABC001* | **Date:** *dd/mm/yyyy* |

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| **Student name:** *Your name.* |
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| **Title:** *A short, informative title that describes the experiment.* |
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| **Experimental:**  *e.g. step-by-step experimental procedure AND/OR reference(s) to procedure(s) in paper(s) / book(s) / manual(s) / other source(s) + further details / planned deviations AND any planned analyses.   Note that references or copies of references should be available either on paper or digitally when discussing the experiment and when carrying it out!* |
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| **Background:**  *e.g. theoretical background, explanations and reaction mechanisms that are necessary or helpful to understand the experiment.* |
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| **Expected results:**  *A brief description of the expected intermediate and final results of the experiment.* |
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| **Preparatory calculations:**  *Any calculations that are necessary for carrying out the experiment, such as calculations of molar ratios, concentrations, dilution factors, volumes, masses, etc. Also write down things like physical constants and such that you might need during the experiment.* |
| **Equipment:**  *A ‘shopping list’ of the equipment you are planning to use.* |
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| **Chemicals / solutions:**  *A ‘shopping list’ of the chemicals and / or solutions you are planning to use, including volumes, masses, concentrations, etc.* |
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| **Planning:**  *An efficient planning of your experiment during lab time, including useful activities during waiting times.* |
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| **Safety aspects and precautions:**  *Relevant safety aspects of chemicals and solutions used and produced, and of experimental procedures. Relevant procedures for quenching and waste disposal.* |
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| **Answers to questions:**  *Answers to any questions that are posed about the experiment in the book or manual.* |