The format for all Chemical Process Safety lab reports should be as follows.

- **Title Page:** Include the title of the experiment, course title, due date, your name, and partners’ names.

- **Table of Contents**

- **Abstract:** Include an overview of the experiment and key results obtained.

- **Introduction:** Give an overview of the purpose of the experiment and discuss the relevant theory. Be sure to include equations!

- **Materials and Methods:** Discuss the procedures used, what data were collected, and how. Make sure to include all diagrams of the apparatus (label as a Figure) that was used and reference the Figure as you discuss it. **DO NOT SIMPLY COPY THE PROCEDURE IN THE LAB HANDBOOK. WRITE WHAT YOU ACTUALLY DID AND ANY PROBLEMS ENCOUNTERED.**

- **Results and Discussion:** Include a discussion of the results obtained and comparisons of theoretical and experimental values. Be thorough and don’t skip over any points if they are pertinent to how you reached your conclusions. Tables and Figure should also be included to best represent your conclusions. The Tables and Figures should each be numbered sequentially based on the order in which they are referenced in the text and should include titles. The title should be placed at the bottom of Figures and at the top of Tables. Be sure to listen to the TAs during lab sections for help with the questions you will need to answer in your report.

- **Conclusions:** Include any conclusions that can be made from the experiments.

- **References Cited:** Include all references cited in your report. The textbook will probably be one of your references, but you should also use others. Make sure you number your references in the order in which they were cited in your report.

- **Appendix:** Include MSDS sheets for all chemicals used (3 points), sample calculations (3 points), and a copy of the raw data (3 points).

In addition, make sure that you PROOFREAD your work. Writing clarity and grammar will constitute a significant portion of the grade.