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1. The first part of the document discusses the importance of maintaining accurate records of all chemical transactions. This includes the date, quantity, and source of the materials. It also emphasizes the need for proper labeling and storage of all chemicals to ensure safety and prevent loss.

2. The second part of the document outlines the procedures for handling hazardous materials. This includes the use of appropriate personal protective equipment (PPE) and the implementation of safety protocols to minimize the risk of exposure or accidents. It also discusses the proper disposal of hazardous waste in accordance with local, state, and federal regulations.

3. The third part of the document provides information on the availability of various chemical reagents and solvents. It lists the names of the suppliers and provides contact information for each. It also includes a list of the most commonly used chemicals in the department, along with their CAS numbers and molecular weights.

4. The fourth part of the document discusses the importance of safety training and education for all personnel working in the laboratory. It emphasizes the need for regular safety meetings and the implementation of safety drills. It also provides information on the availability of safety courses and the requirement for all personnel to complete these courses.

5. The fifth part of the document provides information on the department's policies regarding the use of laboratory space and equipment. It discusses the process for requesting space and equipment and the requirements for maintaining these resources. It also includes a list of the department's facilities and the personnel responsible for their operation.

6. The sixth part of the document provides information on the department's contact information and the names of the key personnel. It includes the names of the department chair, the associate chair, and the various faculty and staff members. It also provides the department's website and the names of the various committees and subcommittees.