

Myerson/Trout Laboratory Check Out Procedure

Name _____ MIT ID # _____

Email address after leaving MIT _____

1. Clean and clear all assigned **bench** and **hood** space.

- Empty drawers, shelves, bench and hood
- Chemicals and solvents (give away or put in a common area)
- Glassware and laboratory supplies (give away or put in a common area)
- Samples disposal
- Waste disposal
- Lab coat disposal
- Obtain signature from EHS representative _____

2. Clean and clear all office space

- Empty drawers, shelves and desk
- Obtain signature from office mate _____

3. Return any software or electronic algorithm to Chris Lai for him to save. (if applicable)

4. Hand over notebooks (personal and your UROPs) and electronic data.

- Obtain signature from Kim _____

5. Hand over instrument maintenance

Acceptors: by signing below, you acknowledge you have agreed to take over the responsibility of maintaining the instrument specified, you have been properly trained on the usage of the instrument, and you have the relevant contact information needed for potential future maintenance.

Instrument	Acceptor Print Name	Acceptor Signature
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

6. Hand over lab keys.

Obtain signature from Faika
