

## LABORATORY CHECK OUT SHEET

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Print Full Name and UID Number of Researcher

### **Research Laboratory Sign Off**

- All research samples labeled and in group storage.
- All waste materials labeled and moved to waste collection center.
- Laboratory bench clean and all chemicals moved to storeroom.
- Laboratory notebook and computer diskettes.
- Spectra and other data.

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Sign off by Group Safety Office or Research Advisor, Date

### **Caltech Sign off**

- Keys Returned:

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Sign off by CCE Division Office or Lock Shop and Date

- Library Books Returned:

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Sign off by Librarian and Date

### **CCE Division Sign off**

- Forwarding Address of Researcher:

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- CCE Division Sign off:

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CCE Division Office and Date

Return completed form to the CCE Division Office in the Crellin Building, Room 168 or Mail Code 164-30