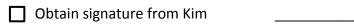
Myerson/Trout Laboratory Check Out Procedure

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	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 E	HS representative		
2. Clean and clear all office space			
Empty drawers, shelves and desk			
Obtain signature from c	office mate		
3. Return any software or electron	nic algorithm to Chris Lai for him to save. (if applicable)		
4. Hand over notebooks (personal and your UROPs) and electronic data.			



5. Hand over instrument maintenance

Acceptors: by singing 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