

# Eral Laboratory Check Out Procedure

Name \_\_\_\_\_ TUDELFT ID # \_\_\_\_\_

Email address after leaving TUDELFT \_\_\_\_\_

1. Clean and clear all assigned **bench** and **hood** space.
  - a. Empty drawers, shelves, bench and hood
  - b. Chemicals and solvents (give away or put in a common area)
  - c. Glassware and laboratory supplies (give away or put in a common area)
  - d. Samples disposal
  - e. Waste disposal
  - f. Lab coat disposal
  - g. Obtain signature from your direct supervisor \_\_\_\_\_
  
2. Clean and clear all office space
  - a. Empty drawers, shelves and desk
  
3. Return any software or electronic algorithm to Rumen Georgiev for him to save. (if applicable) \_\_\_\_\_
  
4. Hand over notebooks (personal and your UROPs) and electronic data.
  - a. Obtain signature from lab PI \_\_\_\_\_