

**Department Resources - Department Policies & Procedures -  
Facilities & Research:  
PROCEDURE - Check-Out and Laboratory Clean-Up**

**CHECK-OUT PROCEDURE:**

Anyone leaving the Chemistry Department for a period greater than one quarter must complete a check-out form at least one week in advance of departure. Check-out forms are available at the Front Desk in Bagley 109. In order to maintain good standing, all keys checked out in your name must be returned to Facilities Support (BAG 109) – keys may not be transferred to anyone else.

All pre-doctoral and post-doctoral instructors responsible for grade assignments should turn in class and grade records to the Department Administrator, Bagley 109F.

**LABORATORY CLEAN-UP:** In order to remain in good standing, all departing researchers are required to clean their work areas, properly dispose of all chemicals, return all surplus supplies to stock, return all equipment withdrawn or transfer formal responsibility to another person, and return all keys and textbooks. The policy requiring removal of all chemicals, apparatus, small equipment, and residual material from the researcher's assigned workstation will apply to all research materials exclusive of major equipment and instrumentation.

When you have completed the clean-up of your area, arrange an appointment in advance with the Director of Instructional and Laboratory Services, Bagley 294, for an inspection of your laboratory.

In order to maintain good standing, laboratory clean-up is required for faculty leaving the University or faculty moving from one laboratory to another. Laboratories will be inspected by the department Health and Safety Officer before keys will be issued to new spaces. Chemicals not properly disposed of and/or fume hoods, bench space, etc. not properly cleaned will be referred to Environmental Health & Safety for clean-up. EH&S clean-up will be charged to grant accounts or faculty C02\*\*\* accounts. If you have questions regarding clean-up of your laboratory, contact the Program Operations Manager at x3-8183.