

## Lab Check-In / Check-Out Procedure

1. You remain responsible for equipment issued to you until *properly* relieved of that responsibility by the appropriate check-out procedure.
  - a) **WITHDRAWALS:** Request check-out by your laboratory instructor at the earliest session of your laboratory following your decision to withdraw.
  - b) **END OF TERM:** Complete check-out procedure per published schedule (syllabus).
2. If you do not complete your own check-out by the scheduled check-out date you will be charged for
  - a) Missing items or items unacceptable (broken, chipped, dirty) for reissue PLUS
  - b) A departmental check-out fee of **\$ 50.00**, AND
  - c) You will **NOT** be allowed to graduate or have your transcript sent to another institution due to the “HOLD” placed on your records because of fees owed to the Chemistry Department.

### CHECK-IN PROCEDURE:

1. Read and sign the Safety Rules.
2. Fill out the Stockroom Charge Card, including an address and telephone number where you may be reached during the current semester.
3. Check the equipment in the desk against the equipment list. Any equipment broken or missing should be listed on the right side of your Check-In Sheet and confirmed by your instructor before being replaced at the Stockroom.
4. When the desk contains a complete complement of equipment, sign the Check-In Sheet.  
**From this point forward, you must pay for the replacement of any broken equipment.** At this time, you may clean any dirty equipment then lock your drawer with the padlock you brought with you.
5. Return the signed Check-In Sheet, the Stockroom Charge Card, the signed Safety Rules, and the Student Responsibility Sheet to your instructor.

### CHECK-OUT PROCEDURE:

1. Obtain your Check-In Sheet from your laboratory instructor.
2. Take everything out of the desk. If it is not clean, wash and dry it as best you can.
3. Put the *clean, dry* equipment on the desk TOP in the order in which it appears on the sheet.
  - a) If any item is missing, replace it from the stockroom.
  - b) Return any extra equipment charged out to you to the stockroom for credit. The stockroom will accept only clean and dry equipment.
4. When the first three steps are completed, add your name to the list of those your instructor is checking out.
5. After your instructor has checked your desk and locked it, you must **IMMEDIATELY** leave the laboratory, **go to the stockroom**, and clear your records. The stockroom personnel will give you your laboratory card when you are cleared. If you are unable to pay charges you have accrued, your card will be marked “Checked out, fees not paid”, and you may clear your record without penalty ONLY until the check-out deadline noted on your laboratory schedule.