CCE LABORATORY CHECK OUT SHEET

Print Full Name of Researcher

CCE Division or Chemical Engineering Administrative Sign Off
☐ Keys returned to CCE Division Office, Chemical Engineering, or Caltech Lock Shop

Sign off by CCE Division Office, ChE Admin or Lock Shop, Date

☐ Library Books Sign Off

Sign off by Librarian, Date

☐ Forwarding Address of Researcher

☐ Sign off for either:
   Chemical Engineering by the ChE Graduate Option Secretary or by the Department Administrator, and date

☐ or Chemistry by the CCE Division Office, and date

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 store room.
☐ Laboratory notebook and computer diskettes.
☐ Spectra and other data.

Sign off by Group Safety Office or Research Advisor, Date

Return completed form to the CCE Division Office, Mail Code 164-30