

## Lab Check Out

Lab Space(s) Used: \_\_\_\_\_

Responsible Person (RP) for the Space(s) upon Check Out: \_\_\_\_\_

Others using the Space (Research Team): \_\_\_\_\_

*If more than one person was using the lab space, the RP submits this form for the Research Team.*

- ☐ As much as possible, I have returned live organisms to where I collected them.
- ☐ I have turned off seawater to, drained, and cleaned the seawater tables and tanks I used.
- ☐ I have put everything, including seawater tables and associated equipment, back in place and working order.
- ☐ I have returned (and checked in) equipment and chemicals borrowed from the Stockroom.
- ☐ I have returned all materials, supplies, and tools to where I found them.
- ☐ I have disposed of used, disposable lab coats and gloves.
- ☐ I have left nothing behind in and around common FHL research spaces and equipment such as fume hoods, flumes, large microscopes, CT scanner, autoclaves, etc.
- ☐ I have left nothing behind in refrigerators or freezers on the FHL campus.
- ☐ I have left nothing behind in outdoor FHL spaces.
- ☐ My lab space (including inside cabinets) is empty with the possible exceptions of: boxes of unused gloves or lab coats, a sharps container, and a broken glass container (if not full).

☐ I have properly disposed of all hazardous wastes I generated while here, following FHL Hazardous Waste Procedures: [tinyurl.com/HazWastesFHL](https://tinyurl.com/HazWastesFHL) (QR code to right).



☐ If I brought or shipped chemicals to FHL, I recorded their status upon departure (used up, sent home, or left at FHL) on the shared worksheet for chemicals at FHL: [tinyurl.com/FHL-Chemicals](https://tinyurl.com/FHL-Chemicals) (QR code to left).

☐ If I am leaving introduced chemicals behind, I have handed them in properly labeled containers to Peggy in the Stockroom (M-F, 8-5), along with a printed SDS and SOP for each one. *The chemicals will be logged with UW as part of the Stockroom inventory, and made available for check out to other researchers free of charge.*

☐ I have not left chemicals (including hazardous wastes) in research spaces or with another researcher.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Name (print) \_\_\_\_\_

*If additional labor is needed to clear out a lab space, or to manage chemicals that were not properly labeled, documented, or disposed of, researchers will be charged at a rate of \$50+tax/hour.*

*The University of Washington reserves the right to restrict future access to FHL facilities for anyone who has been found to have neglected the above check out procedures.*