

## CHECK OUT PROCEDURE

1. Empty your drawer and replace the brown paper on the bottom, if necessary. Remove chunks and loose debris.
2. **WASH YOUR GLASSWARE!** Glassware should be clean, with no chemical residues. Be considerate of the next user.
3. Remove any vials of unknowns – there should be no chemicals in your drawer after checkout.
4. Obtain your inventory checklist from the stockroom (*the one you signed stating you had everything at the start of the semester ☺*) and determine if items are missing from your drawer. Checkout replacement items from the stockroom.
5. If you have extra stuff, you can lay it on the counter – it might be just the thing your neighbor is looking for.
6. Have the TA look over your drawer contents and sign the checklist.
7. Leave the key in the envelope in the drawer. (Organic only – General Chemistry should lock their drawers as usual.)