

Check-Out Procedures

The purpose of the check-out procedure (from the Safety Office) is to ensure that hazardous wastes, unknown chemicals, unlabeled material, etc. are NOT left behind in your laboratory. If you haven't already done so, download the form from:

https://chemistry.osu.edu/sites/chemistry.osu.edu/files/Exit%20Form-Grad%20Students_0.pdf

You can make the check-out process more efficient by:

1. Making sure all chemical reagent bottles, reaction flasks, vials, waste containers, etc. are labeled appropriately. Avoid using formulae or shorthand notation.

Labeling a bottle as "chromium waste" and the like is UNACCEPTABLE. Listing the contents (such as "5g chromium oxide in water") is acceptable. Click [HERE](#) if you need more information about hazardous waste disposal or labeling. If you need "hazardous waste" labels, contact the Safety Office at 614-597-3567 or 597-3298.

2. Contacting the Safety Office to make an appointment. This will be a great time to ask questions about what needs to be done. **PLEASE DO NOT WAIT UNTIL YOUR LAST DAY AT THE UNIVERSITY...WE MAY NOT BE ABLE TO ACCOMMODATE YOU ON SUCH SHORT NOTICE.**