

# Check-out Drawer Return Procedure

## ***Required student to do list:***

- The lab and all fume hoods must be cleaned
- Remove everything from drawer & discard drawer liner if it's dirty, then wipe out drawer & replace drawer liner
- All glassware or items not listed on the drawer contents slip need to be put in the **EXTRA GLASSWARE** bin
- **Discard:** Broken or cracked glassware as well as pipets, vials, filter paper, weigh boats, brushes, dirty sponges, etc. need to be thrown away into the solid waste buckets
- **Remove:** Glassware labels, pencil/ pen markings on glassware, lubricant from around joints, and glass stoppers
- Wash and dry all glassware with Acetone and glassware soap & water. **ALL** chemical residue goes into a liquid waste bottle
- **Inventory the Drawer:** All items on the drawer list must be placed back in the drawer, clean, dry, and in good condition.
  - Extra equipment goes into the **EXTRA GLASSWARE** bin NOT back in the drawer.
- **Missing/Broken Equipment:** Students list all missing/broken equipment on shortage slips. GSI verifies the missing equipment and signs shortage slip.
- **Equipment Replacement:** Students must obtain replacements for any missing/broken equipment
  - 1st from the GSI cabinet; if not there, then;
  - 2nd from the Chemstand service window
- Follow up with the **GSI** to make sure they complete your checkout.
- **Lab coats** are to be put into the labeled totes
- **Goggles:** If the students do not want to keep their goggles, please put them in the "USED GOGGLES" boxes/ totes

## ***Required GSI to do list:***

- **Common areas** must be cleaned, including instruments, balances, chemical storage areas, fume hoods, and waste fume hoods
- **Inspect drawer** to make sure that the student(s) has completed cleaning and inventory
- **Return lab coats** are to be put into the large laundry bins outside of Chemstands
- **WebCheckout - Log in** to <https://webcheckout.lsa.umich.edu>
  - **Complete within 24 hours**
  - Click 'Log In' for Authorized checkout counters

- On the drop down menu, click '**Allocations**', then choose '**Find checkouts**'
- Click on the '**Allocation ID**' of the desired drawer
- Choose the '**Contents**' tab
- Click '**Return All**' button
- Click '**Send Email**' as a receipt of the Checkout to the Primary Patron
- Ensure that all drawers are closed & **LOCKED** before you leave the lab