

# IMSEAM Core Facility logout form

You are about to leave the IMSEAM Core Facility (ICF). For your discharge, please, fill in this form<sup>1</sup> and collect the corresponding signatures.

First name:

Uni ID:

Last name:

Title:

Group:\*

End date:

I hereby confirm that I signed off at all ICF facilities/devices using the respective forms.

Date and signature of the user: \_\_\_\_\_

Date, name and signature of the group leader:

\_\_\_\_\_

Confirmation of ICF representative:

☐ All keys handed out for ICF usage were returned.

Date and signature of ICF administration: \_\_\_\_\_

Please submit the signed (paper) form to

Olaf Skibbe  
Institute for Molecular Systems Engineering  
and Advanced Materials  
INF 225, room 03.109  
Tel.: +49-(0)6221-54 19 890  
[olaf.skibbe@uni-heidelberg.de](mailto:olaf.skibbe@uni-heidelberg.de)

Internal checklist (filled by administration):

- |   |  |
|---|--|
| <input type="checkbox"/> check logout form (complete?)  | <input type="checkbox"/> remove entry mailing lists: |
| <input type="checkbox"/> remove entry person database   | <input type="checkbox"/> IMSEAM-USERS                |
| <input type="checkbox"/> remove entry Sharepoint groups | <input type="checkbox"/> IMSEAM-ICF                  |

<sup>1</sup>For the most recent version see <https://backend.imseam.uni-heidelberg.de/en/documents/icf-logout/download>.