

## Departing Laboratory Student Checklist

*Note: No laboratory work is to be conducted after your PI/Supervisor signs this form.*

Check as completed	Requirement / Directive		
Yes    N/A			
	<b>The Supervisor/PI has been notified of the student leaving.</b>		
	<b>Name of person notified</b>	<b>Date notified</b>	
	<b>All chemicals used and/or synthesized have been properly identified and labeled.</b>		
	<b>All compressed gas cylinders and borrowed equipment have been returned properly.</b>		
	<b>All “unknown” chemicals and intermediates have been labeled according to EH&amp;S policy/procedure or have been designated as waste.</b>		
	<b>Ownership of all unused chemicals has been transferred to another party or they have been designated as waste.</b>		
	<b>All chemicals designated as hazardous wastes have been labeled and their pickup has been arranged according to EH&amp;S policy/procedure. This process should begin 30 days prior to the final day in the lab.</b>		
	<b>Radioactive waste has been removed from laboratory according to EH&amp;S policy/procedure.</b>		
	<b>Biological materials have been properly labeled and disposal has been arranged.</b>		
	<b>All equipment and furniture has been decontaminated (please see Laboratory Facilities Release policy/procedure #Campus 02-101 at <a href="http://www.ehs.buffalo.edu">www.ehs.buffalo.edu</a>).</b>		
	<b>All equipment that is not to be used by anyone else has been identified and arrangements made to remove.</b>		
	<b>Special arrangements have been made for moving heavy, delicate, or hazardous equipment.</b>		
	<b>The laboratory space has been properly cleaned and is ready for the next user.</b>		
<b>NOTE: No work should be conducted in the laboratory from this point on.</b>			
	<b>PI/Supervisor has inspected laboratory work area and determined that all of the above requirements/ directives have been met and has signed below to indicate such.</b>		
	<b>An exit inspection has been scheduled with EHS to verify that all above requirements/directives have been met.</b>		
	<b>Scheduled Date &amp; Time: _____</b>		
	<b>Notify department head of exit inspection date and time.</b>		

\_\_\_\_\_  
Principal Investigator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date