

Environment, Health & Safety

Departing Laboratory Student Checklist

Each work area assigned to a graduate student or post-doctoral researcher must be thoroughly decontaminated and cleaned prior to departing the lab. Refer to the Laboratory Equipment Release policy and Laboratory Facility Release policy on the EH&S website for more detailed information.

Use the checklist below prior to your departure. This process should begin 30 days prior to your final day in the lab.

Checklist	Done	N/A
1. Chemicals used or synthesized have been properly identified and labeled.		
2. Compressed gas cylinders and borrowed equipment have been returned properly.		
3. Unknown chemicals and intermediates have been labeled or have been designated as waste.		
4. Chemicals designated as hazardous wastes have been labeled and their pickup has been arranged.		
5. Ownership of all unused chemicals has been transferred to another party or they have been designated as waste.		
6. Radioactive waste has been removed from laboratory.		
7. Biological materials have been properly labeled and disposal has been arranged.		
8. Equipment and furniture have been decontaminated.		
9. Equipment that is not to be used by anyone else has been identified and arrangements made to remove.		
10. Special arrangements have been made for moving heavy, delicate or hazardous equipment		
11. Needles or sharps have been properly disposed.		
12. The laboratory space has been properly cleaned and is ready for the next user.		
13. PI/Supervisor has inspected the laboratory work area and determined that all of the above requirements have been met.		

Departing Student Name: _____ Date Checklist Completed: _____

Reviewed by: _____ Date Reviewed: _____

Call EH&S at 829-3301 if you have any questions or cannot clean items as described above.