

Departing Laboratory Student Checklist

Name _____ UB Email _____

Cell Phone _____ Alternate Email _____

Post-Graduation Address _____

Post-Graduation Job/Plans and Company/Institution _____

Check as completed	Requirement / Directive		
<input type="checkbox"/>	The Supervisor/PI has been notified of the student leaving.		
<input type="checkbox"/>	Name of person notified		Date notified
<input type="checkbox"/>	All chemicals used and/or synthesized shall be properly identified and labeled.		
<input type="checkbox"/>	Ownership of useable unwanted chemicals has been transferred to another party.		
<input type="checkbox"/>	Chemicals designated as wastes have been labeled and pickup has been arranged according to EH&S policy/procedure. This process should begin 30 days prior to the final day in the lab.		
<input type="checkbox"/>	All "unknown" chemicals and intermediates have been labeled according to EH&S policy/procedure.		
<input type="checkbox"/>	Radioactive waste has been removed from laboratory according to EH&S policy/procedure. <input type="checkbox"/> Check here if this is not applicable.		
<input type="checkbox"/>	Biological materials have been properly labeled and disposal has been arranged. <input type="checkbox"/> Check here if this is not applicable.		
<input type="checkbox"/>	All equipment and furniture has been decontaminated (please see policy/procedure at ehs.buffalo.edu).		
<input type="checkbox"/>	All equipment that is not to be used by anyone else has been identified.		
<input type="checkbox"/>	Special arrangements have been made for moving heavy, delicate, or hazardous equipment.		
<input type="checkbox"/>	The laboratory space has been properly cleaned and is ready for the next user.		
<input type="checkbox"/>	An exit inspection has been made by the PI/Supervisor to assure that all above requirements / directives have been met.		
<input type="checkbox"/>	Notify department head of exit inspection date and time.		

Principal Investigator (Name and Signature) _____

Date _____

Student (Signature) _____

Date _____