

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

Principal Investigator (Name and Signature) \_\_\_\_\_

Date \_\_\_\_\_

Student (Signature) \_\_\_\_\_

Date \_\_\_\_\_