

Departing Laboratory Researcher Checklist

The **Departing Laboratory User** must ensure that the Checklist is completed and signed. A copy must be sent to Health, Safety and Environment.

Hazardous Material/Procedure	Date Completed
Ensure all chemicals have WHMIS labels.	
Ensure all chemical containers are in good condition and have good lids.	
Laboratory-generated samples have been inventoried and a copy of the inventory has been provided to the Lab Manager.	
Ensure all chemicals are properly stored.	
Dispose of unwanted chemicals.	
Return gas cylinders.	
Clean/decontaminate laboratory surfaces such as benches, fume hoods and sinks.	
Clean/decontaminate equipment.	
Check all shared areas for hazardous materials.	
Shared storage units such as refrigerators, freezers, cold rooms have been properly surveyed in order to locate and appropriately dispose/designate remaining chemicals.	
Keys, research notebooks have been returned.	

Department Sign-Off	
Researcher _____ Signature	Date _____
Unit Lab Inspector _____ Signature	Date _____
Department Head _____ Signature	Date _____

Health, Safety and Environment Sign-Off	
HSE Consultant _____ Signature	Date _____

Send completed form to Health, Safety & Environment