

SCIENCE LABORATORY DEPARTURE CHECKLIST

The Laboratory Close-out process helps ensure that labs are always in good working order, and items are not left behind when you leave. It is very common for something to be forgotten in the busy time before graduation or ending a work term in a lab; this process helps ensure nothing gets missed.

In order to guarantee the process is completed properly, and does not interfere with the timing of your departure, please **begin this process well in advance of your anticipated departure**. Complete the items listed below, meet with your supervisor to discuss the items and sign off on their satisfactory completion. You should contact your departmental technician **at least two weeks prior** to your planned departure to see if they are able to schedule a time to meet with you to verify that all items are completed.

Date: _____ **Name of departing laboratory personnel** (please print clearly): _____

ID number of departing laboratory personnel: _____

Supervisor name (print clearly): _____

Building: _____ **Room numbers:** _____ **Department:** _____

REQUIREMENT	YES or N/A	COMMENTS
1. Have <u>shared storage units</u> such as refrigerators, freezers, cold rooms, stock rooms, etc. been properly surveyed in order to locate and appropriately dispose/designate remaining chemicals and/or biological materials?		
2. Have you noticed any unknown chemicals in the lab? (These can be removed by Health, Safety & Wellness)		
3. Are all chemical containers <u>properly labeled</u> ? (Workplace labels present if not in original container)		
4. Are all chemicals inventoried and <u>barcoded</u> ?		
5. Are all containers securely <u>closed</u> and in <u>good condition</u> ?		
6. Has all <u>glassware</u> been emptied and the contents properly disposed? (Remember to check refrigerators, freezers, cold rooms, fume hoods, biological safety cabinets, bench tops, storage cabinets, stock rooms, etc.)		
7. a) Have you determined which <u>chemicals</u> and compressed gas <u>cylinders</u> are <u>usable and transferred</u> responsibility for those materials to another party who is willing to take charge of them? b) If a new user cannot be found, have the materials been <u>disposed</u> of in accordance with the University of Regina hazardous waste disposal procedures?		
8. Were non-transferable compressed gas cylinder <u>connections removed</u> , <u>cylinder caps</u> replaced, and cylinders <u>returned</u> to suppliers?		

9. Were chemicals targeted for hazardous <u>waste disposal</u> prepared by following University of Regina hazardous waste disposal procedures?		
10. Have all <u>biological</u> materials been <u>disposed</u> of properly?		
11. Has a list of disposal chemicals been sent to Health, Safety & Wellness?		
12. a) Has all laboratory <u>equipment</u> been cleaned or <u>decontaminated</u> ? b) Were fume hood <u>surfaces</u> and bench tops <u>washed</u> ?		
13. a) If laboratory <u>equipment</u> is no longer working and needs to be discarded, have you contacted your <u>salvage</u> representative to inform them of these items? b) Have you decontaminated / cleaned the equipment? c) Have you labeled / tagged the equipment as "salvage"		
14. a) Have all <u>borrowed</u> equipment and chemicals been returned? b) Are manuals, software and maintenance records retained with the equipment?		
15. Have you <u>cleaned</u> your <u>office</u> area? All papers are recycled? No boxes or garbage are left behind?		
16. a) Have your computer <u>passwords</u> been deleted or given to your supervisor? b) Has any <u>unfinished work</u> been forwarded to the necessary people? c) Has your lab <u>notebook</u> been turned over to your supervisor?		
17. Have you contacted your departmental technician to submit your <u>lab coat</u> for <u>cleaning</u> or disposal?		

NOTE: If any radioactive material was used in the lab, you must contact the Radiation Safety Officer (health.safety@uregina.ca).

Forwarding Address & Contact Information for Departing Personnel:

Mailing Address:	
Phone number:	
Email:	

REQUIRED SIGNATURES:

Departing Lab Personnel*

Date

Supervisor*,¹

Date

Departmental Technician (or designate)²

Date

*By signing this checklist, you are declaring that all items have been addressed. A lack of signature would mean that the lab has not been departure process was not completed properly. Therefore, the transfer of lab equipment to departing staff will be delayed, and approval of your thesis defense can be withheld, as well as final paychecks and/or lab usage/ key deposit.

¹Undergraduate students and volunteers can have a graduate student sign this line instead

²Undergraduate students and volunteers can have the supervisor/PI sign this line instead

Once completed, bring this form to Science Student Services along with your lab and office keys to get your refund and finalize the lab departure process.

Student Services

Date