

Laboratory Exit

Research Student _____

Date _____

Student Social Security # _____

Research students leaving employment or graduating from the Chemistry Department must complete the Laboratory Exit Checklist below. The research advisor and the laboratory employee must do these items. The research advisor initials each item below after completion, and returns a copy of this sheet to the Chemistry Safety Committee chair. If the items initialed are not done then the responsibility falls to the research advisor and a "notice of Completion" will not be issued to the student. Return this form to Janet Quarterman.

5.1.0 Discuss with your research advisor whether relevant chemicals, which you were using for research purposes, should be kept for further research use or returned to the stockroom. _____

5.1.1 Discuss with your research advisor which files or applications can be deleted from all university computers. _____

5.1.2 Turn research records and notes over to research advisor. _____

5.1.3 clean refrigerators, freezers, hood, and sinks of any chemicals that you were using during your research. _____

5.1.4 Perform a general clean up of the lab. _____

5.1.5 Make sure all electric equipment is turned off if not needed. _____

5.1.6 Label all chemicals properly. Make sure chemical and waste containers are sealed tightly. _____

5.1.7 Remove any chemicals remaining in the work area or in any apparatus. _____

5.1.8 Separate any bio-hazardous material from hazardous material. After properly labeling them take hazardous material to the stockroom for disposal. _____

5.1.9 If you have bio-hazardous material, arrange through the stockroom a pick for proper disposal. _____

5.2.0 Clean all glassware and/or apparatuses used according to the research advisor's instructions. _____

5.2.1 Dispose of all broken glass in a taped box labeled "broken glass". Put the box in the hallway for pickup. _____

5.2.2 Remove everything that belongs to you that is not work related including personal books, pamphlets, and papers, etc. _____

5.2.3 Return your keys to the key shop; get verification from the key shop that you returned your key and give that verification to Janet Quarterman. _____

5.2.4 Pay phone and/or photocopy bill _____

5.2.5 After items 5.10-5.2.4 are completed and initialed, get signatures from your research advisor, Richelle Emery, and Janet Quarterman before you leave.

Research Advisor

R.Emery

J.Quarterman