

Research Employee / Student Exit Checklist

Employee / Student Information

College / Department	
Employee / Student Name	
NSID	
Phone Number	
Email	
Forwarding Phone Number	
Forwarding Email	

Notes:

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Keys / Access Cards

- All building / laboratory / office keys or access cards have been returned

Office Designate Name	
Signature	
Date	

Workstation / Office Location

- University-owned materials have been returned
 - Computer; library materials; microscope; etc.
 - Any consumables used for work / research
- Personal items have been removed
- Workstation is clean and ready for another occupant
- Keys have been returned

Office Designate Name	
Signature	
Date	

Sample Storage

- Inventory of any remaining samples provided to lab manager / PI / designate
- Disposal of hazardous samples through proper avenues (refer to [Hazardous Waste Disposal Standard](#))

Sample Type / Quantity	Sample Storage Location (Building / Room # / Containment)	Disposing of samples?	If "No", list new person responsible
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Laboratory

- All equipment, tools and components cleaned / decontaminated and returned in good condition
- Disposal of samples / chemicals used for research ([Hazardous Waste Disposal](#))
- Proper labelling of samples / chemicals that are to remain in laboratory inventory
 - Sample / chemical / biological inventory updated / accurate
- Laboratory work areas are left decontaminated / tidy
 - Includes benchtops, fumehoods, massing stations, ovens, fridges / freezers, environmental chambers, storage cupboards, etc. (biohazardous areas must be properly decontaminated as per biosafety protocol)
 - [Area Decommissioning Certificate](#) completed / submitted
- Laboratory notebook is labelled and left with lab manager / PI / designate

Have each lab manager / PI / designate sign off to approve of:

- Laboratory conditions
- Provisions for sample storage
- Provisions for chemical legacy

Lab Location	
Manager's Name	
Manager's Signature	
Date	

Lab Location	
Manager's Name	
Manager's Signature	
Date	

Review

Supervisor(s)

- Exit Form reviewed and approved

Supervisor Name	
Signature	
Date	

- Exit Form reviewed and approved

Supervisor Name	
Signature	
Date	

Employee or Student

Sign once all signatures are collected and submit final copy to your laboratory manager(s) and supervisor(s).

Employee or Student Name	
Signature	
Date	

Lab manager(s) and supervisor(s) are to retain a final copy of this form.