

Lab Personnel Check-out List

(for an individual leaving a lab permanently or for an extended period of time)

(Labs may tailor this list to their own needs; these are typical items.)

I. If you have worked with CHEMICALS:

- Be sure all of your hazardous waste has been picked up by MIT's Environmental Management Program (EMP), haz-waste@mit.edu, x2-3666, http://web.mit.edu/environment/ehs/chem_collection.html
- Any chemicals that you are leaving behind must be in original containers only, with labels, and you must indicate who is now responsible for them.
- Remember to remove all your samples from refrigerators, cold rooms, warm rooms, etc.
- If you are leaving behind any samples, the contents must be fully identified and a responsible person indicated.
- The laboratory fume hood you were using must be cleaned out (leave no hazardous waste, no dirty glassware, no samples, etc.). If you are the last user of the hood, wash it out with soap and warm water.
- All glassware must be cleaned and returned to its proper place.
- If you are planning to ship or take any chemicals with you, there are federal and state regulations governing this. You must have training and authorization to ship or transport chemicals (Shipping Hazardous Chemicals Awareness course is taught by EHS). Contact the EHS Office, x2-3477, for help. They can help with packing, transport, etc.

II. If you have worked with BIOLOGICAL MATERIALS:

- Remove and destroy all microorganisms, cell lines, or tissues that will no longer be used by other lab members. Check cold/warm rooms, freezers, refrigerators, incubators, bench tops, biosafety cabinets, etc.
- If you are leaving behind any samples, they must be fully identified and a responsible person indicated.
- Decontaminate all surfaces and equipment of which you have had exclusive use (e.g., benches, fume hoods, biosafety cabinets, cold/warm rooms, water baths, incubators, centrifuges, etc.).
- All glassware must be cleaned and returned to its proper place.
- If you are planning to ship or take any biologicals with you, there are federal and state regulations governing this. You must have training and authorization to ship or transport biohazardous material (Shipping Biohazardous Materials Awareness course is taught by EHS). Contact the EHS Office, x2-3477, for help. They can help with packing, transport, etc.

III. If you have worked with RADIOACTIVE MATERIALS OR LASERS:

- Contact the Radiation Protection Program, x2-3477, Bldg. N52-496, for procedures for termination of your work.

IV. If you have worked with HAZARDOUS MATERIALS of any kind:

- You must have your work area surveyed by your lab safety (EHS) representative or supervisor to ensure that all materials have been properly disposed of. Failure to conduct this check-out may result in the lab group being charged for disposal of unknown materials.

V. If you have worked with ANIMALS:

- Make sure that you take care of all your animals before you leave.
- Make sure that all animal caging and supplies belonging to Div. of Comparative Medicine (DCM) are returned.
- Make sure that equipment is properly sanitized after animal contact. If you have any questions about this procedure or anything else relating to animals, contact DCM, x3-1757.

VI. KEYS/SENSOR CARDS:

- Return all keys and sensor cards to your supervisor or administrator: for doors, desks, file cabinets, bicycle cage; DCM spaces, etc.

VII. OTHER REMINDERS:

- Return any special respirators to the Industrial Hygiene Program office, N52-496, x2-3477.
- Return or remove laboratory clothing.
- Check with your personnel administrator or other supervisor about what administrative matters must be attended to.
- Be sure that all computer accounts, library accounts, network accounts, meal plan accounts, etc., have been taken care of, depending upon your status.
- Clean out your desk (office and lab) and paper files. Clean up your computer files.
- RETURN THIS COMPLETED LIST TO YOUR LAB SAFETY (EHS) REPRESENTATIVE OR SUPERVISOR.

I, _____ have completed the Lab Personnel Check-out List.

Signature/ date of departing researcher

Signature/ date of lab safety (EHS) representative

Signature/ date of Principal Investigator