
 Environment, Health & Safety Office Administrative Procedures	Procedure #: EHS-07-017
	Date Issued: 09/05/07
	Date Revised: 03/24/10 Revision No. 2
TITLE: EHS Employee Resignation/Termination Checklist	Approved:  Title: Director, EHS
SOP Author: Nadia Morrison	

Employee Name: _____

Primary Assigned Program: _____

Primary Supervisor: _____

Date of Resignation/Termination: _____

(Attach resignation/termination letter)

List of EHS Items/Equipment to be returned to the Personnel Administrator prior to his/her departure:

- ___ Pager
- ___ Cell phone
- ___ Keys
- ___ MIT ID
- ___ Lap top
- ___ Other _____

_____ Contact HR/Benefits. For additional information, go to:
<http://hrweb.mit.edu/policy/6/6-4.html>

_____ Contact Parking and Transportation Office to cancel parking sticker (Obtain form via the web: <http://web.mit.edu/facilities/transportation/forms.html> or from the Personnel Administrator).

_____ To cancel "T" pass, go to <https://commuting.mit.edu/parking/>
Follow the "continue" arrow to the link where you can "change, cancel or suspend" your account.

_____ Away message on phone and email stating that you are no longer employed by MIT and to please contact our main EHS number 617-452-3477 or x2-3477 for further assistance.

_____ Forward your voice mail password to the Personnel Administrator

Employee's Signature: _____ **Date:** _____

Supervisor's Signature: _____ **Date:** _____

Standard Procedures / Checklist for Information Retention, Network, Desktop and Data Security Tasks upon Termination / Resignation of Employee:

__ **EHS Personnel Administrator** notifies EHS network support personnel that employee is leaving.

__ **EHS network support** personnel meets with employee to identify any Program applications or databases that are being run from his/her computer, then talks with **Program Deputy Director** to determine who will assume responsibility for these applications / databases and where they should be located.

__ If possible, **EHS network support** moves applications and/or databases per the Deputy Director's instructions, and grants access to designated program personnel before the employee leaves. Network support person has **designated program personnel** test his/her access to the applications and/or databases.

__ When the employee has left, **EHS network support** then removes the ex- employee's access to EHS office systems on EHS servers.

__ **EHS network support** backs up computer files, retains them in a readily retrievable format, and stores in a central location.

__ **EHS network support** notifies Program Deputy Director that computer is ready for designated program personnel to review and save files to the Program drive according to the EHS data retention guidelines.

__ **Designated program personnel** sorts and secures regulatory and program files to Program drive, then alerts Deputy Director when this task is complete.

__ **Deputy Director** validates that appropriate files have been retained. If not, asks **EHS network support** with assistance to retrieve any missing materials from file backup.

__ **Deputy Director** alerts EHS network support that the program data retention tasks are complete.

__ **EHS network support** wipes the ex-employee's computer clean, and reinstalls the basic suite of EHS office software.

__ **EHS Personnel Administrator** requests EHS administrative staff to remove ex-employee's name from email aliases.

__ **EHS administrative staff** removes ex-employee's name from all EHS aliases using <https://ehs.mit.edu/warehouse/peoplelist.php> as a lookup reference.

__ **EHS Personnel Administrator** requests EHS administrative staff to remove all the ex-employee's EHS Management System authorizations using the MIT Roles database and the EHS-MS SAP system if applicable.

__ **EHS Administrative staff** removes all EHS-MS authorizations.