



Laboratory Personnel Exit Checklist

Employee / Student Name: _____

Laboratory: _____

Last Day of Employment / Work: _____

It is critical you take the time to review the following before you leave the laboratory:

- There are no items on or under my bench and desk.
 - I have cleaned or disinfected these surfaces with an appropriate agent.
- Lab notebooks and Harvard building keys have been given to PI, supervisor, lab manager or administrative assistant (Name: _____)
- I have been or will be removed from the Lab Training Roster by (Name: _____).
- Supplies, tools, samples and chemicals unique to my research, located in the following locations, have been either disposed of properly or reassigned as indicated below.

Location	Disposed of properly (Y/N)	Reassigned to (Name) or N/A
My bench		
Animal procedure room		
Fume hood		
Satellite Accumulation Area*		
Tissue culture room		
Liquid nitrogen storage		
-20 / -80 freezers		
Lab refrigerators		
Cold room		
Chemical storage area		
Other shared areas (location: _____)		

* Request pickup of hazardous waste here: <https://www.ehs.harvard.edu/Chemical-Waste-Pickup-Form>

- If a group member finds something I have forgotten to attend to, or has questions, I can be reached at:
 Email: _____ Phone: _____
- I have reviewed this completed checklist with my PI, supervisor or lab manager (Name: _____).

My Signature: _____

Today's Date: _____