

Department of Chemistry Departing Laboratory Student Checklist

Note: No laboratory work is to be conducted after your PI/Supervisor signs this form.

Check as completed	Requirement / Directive			
Yes	N/A			
		The Supervisor/PI has been notified of the student leaving.		
		Supervisor/PI's Name	Date notified	
		All chemicals used and/or synthesized have been properly identified and labeled.		
		All compressed gas cylinders and borrowed equipment have been returned properly.		
		All "unknown" chemicals and intermediates have been labeled according to EH&S policy/procedure or have been designated as waste.		
		Ownership of all unused chemicals has been transferred to another party or they have been designated as waste.		
		All chemicals designated as hazardous wastes have been labeled and their pickup has been arranged according to EH&S policy/procedure. This process should begin 30 days prior to the final day in the lab.		
		Radioactive waste has been removed from laboratory according to EH&S policy/procedure.		
		Biological materials have been properly labeled and disposal has been arranged.		
		All equipment and furniture has been decontaminated (please see Laboratory Facilities Release policy/procedure #Campus 02-101 at www.ehs.buffalo.edu).		
		All equipment that is not to be used by anyone else has been identified and arrangements made to remove.		
		Special arrangements have been made for moving heavy, delicate, or hazardous equipment.		
		The laboratory/work space has been properly cleaned and is ready for the next user.		
NOTE: No work should be conducted in the laboratory from this point on.				
		Supervisor/PI has inspected laboratory work area and determined that all of the above requirements/ directives have been met and has signed below to indicate such.		
		Scheduled Date/Time for the Chemistry Safety Exit Inspection: _____		
		Notify Department Head of Chemistry Safety Exit Inspection date and time.		
		Notify EHS of Chemistry Safety Exit Inspection date & time to given them the opportunity to verify that all above requirements/directives have been met.		

Student

Date

Supervisor/PI

Date

Safety Officer

Date

Safety Committee Member (witness)

Date