



SCHOOL OF ENGINEERING  
BIOLOGICAL ENGINEERING DEPARTMENT

## LABORATORY DEPARTURE FORM

To:

EHS Coordinator  
Biological Engineering  
Department  
be-ehs@mit.edu

Irina Singh, HR  
Biological Engineering Department  
56-651

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Kerberos Name)

is leaving my laboratory on \_\_\_\_\_  
(Date)

They have completed the following procedures: (please check off completed procedure).

- a) disposed of chemicals, samples, including radioactive and hazardous laboratory materials.
- b) all MIT keys and credit cards have been returned to Department headquarters (room 56-651).
- c) laboratory notebooks and related documents (e.g. autoradiogram, data printouts, and photographs) have been returned to his/her faculty supervisor.
- d) all other MIT property has been returned to his/her faculty supervisor for future use.
- e) all materials have been removed from laboratory.
- f) has updated their Training Needs Assessment in the Atlas Learning Center. More information on updating this profile is at <https://ehs.mit.edu/training/>.

\_\_\_\_\_  
Employee/Fellow                      Date

\_\_\_\_\_  
EHS Representative                      Date

\_\_\_\_\_  
Faculty Supervisor                      Date

\_\_\_\_\_  
EHS Coordinator                      Date

Revised: November 2022