LABORATORY DEPARTURE FORM

To:

Mary Lindstrom, EHS Coordinator
Biological Engineering Department
56-341d

Irina Singh, HR
Biological Engineering Department
56-651

____________________________   ____________________________
(Print Name)  (Kerberose Name)

is leaving my laboratory on _____________________
(Date)

He/She has completed the following procedures: (please check off completed procedure).

[ ] a) disposed of chemicals, samples, including radioactive and hazardous laboratory materials.
[ ] b) all his/her 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 his/her materials have been removed from laboratory.
[ ] f) Has updated their Training Needs Assessment at https://ehs.mit.edu/site/about-training

_____________________________  _______________________________
Employee/Fellow                       Date  EHS Representative                     Date

_____________________________  _______________________________
Faculty Supervisor                       Date  EHS Coordinator                     Date

Revised: November, 2017