LABORATORY DEPARTURE FORM

To:
EHS Coordinator                        Irina Singh, HR
Biological Engineering                Biological Engineering Department
Department                              56-651
be-ehs@mit.edu

____________________________   ____________________________
(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