



SCHOOL OF ENGINEERING
BIOLOGICAL ENGINEERING DEPARTMENT

LABORATORY DEPARTURE FORM

To:

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

Irina Singh, HR
Biological Engineering Department
56-651

(Print Name)

(Kerberos 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 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, 2017