

UofL Lab Exit Checklist for Students and Staff

Employee/Student Name:

Laboratory:

Last Day of Employment/Work:

It is critical that you take the time to review the following before you leave the laboratory:

	<p>Clean and Disinfect Workspaces</p> <ul style="list-style-type: none"> • Ensure there are no items left on or under your bench and/or desk. • Clean and disinfect any assigned lab benches/spaces using appropriate disinfectants for biologicals. Soap and water for chemicals.
	<p>Return Lab Notebooks and Keys:</p> <ul style="list-style-type: none"> • Handover any lab notebooks and transfer any data to designated individuals (PI/supervisor/lab managers, etc.) or to specific SharePoint or Cardbox, etc. • Handover any building keys to your PI, supervisor, or lab manager.
	<p>Dispose or Handover Research Materials:</p> <ul style="list-style-type: none"> • Dispose or handover any supplies, tools, samples, and chemicals unique to your research. Check the following locations (if applicable): <ul style="list-style-type: none"> ○ Benches ○ Animal procedure room, Cold room, Tissue culture room, Storage room, etc. ○ Fume hoods and Biosafety cabinets ○ -20/-80 freezers & Lab refrigerators ○ Chemical storage areas ○ Other shared spaces
	<p>Request Hazardous Waste Pickup</p> <ul style="list-style-type: none"> • Identify any chemicals and waste that will no longer be utilized that is unique to your research. Request a chemical/waste pick-up request through CHEMATIX.
	<p>Identify Storage of Samples</p> <ul style="list-style-type: none"> • Confirm storage location, specimen amounts, and sample types with the laboratory PI, supervisor, or lab manager, etc. Determine how long the specimens will be stored, when they will be disposed of, and/or if they need to be transferred to a new location or university.
	<p>Remove Lab Member from SciShield</p> <ul style="list-style-type: none"> • If the lab member will no longer be associated with the laboratory. Remove them from the Member list of the laboratory in SciShield. • If they will still be associated in the laboratory but will no longer be conducting lab work adjust their Job Activities in SciShield.

If a lab member finds something I have forgotten to attend to, or has questions, I can be reached at:

Email: _____ Phone: _____

I have reviewed this completed checklist with my PI, supervisor, or lab manager.

PI, supervisor, or lab manager Name & Signature:

My Signature:

Today's Date: