# Laboratory Check-Out Form

**Name of Exiting Researcher** (print) ____________________________________________

**Supervisor** ___________________________________________________________________

**Room(s)/Building(s)** __________________________________________________________

**Work performed** __________________________________________________________________

Please initial the items completed, mark NA for items that do not apply:

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Waste – a request for pick-up of unwanted hazardous materials has been submitted to EH&amp;S and containers placed in the Satellite Accumulation Area with tags completed.</td>
<td></td>
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<tr>
<td>2</td>
<td>Chemical containers – all chemical containers used by me have been properly labeled and stored.</td>
<td></td>
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<tr>
<td>3</td>
<td>Research Products – research samples and prepared solutions have been transferred to ________________________. An inventory of transferred or disposed materials is attached or located on the computer and includes amounts and storage location.</td>
<td></td>
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<tr>
<td>4</td>
<td>Biological materials – biological materials (organisms, tissues, fluids, cell lines, etc.) have been decontaminated and disposed of or the biological materials inventory is up to date and includes storage location(s).</td>
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<tr>
<td>5</td>
<td>Radioactive materials users – EH&amp;S has been notified of departure so that radioactive materials can be disposed/transferred and the laboratory decommissioned.</td>
<td></td>
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<tr>
<td>6</td>
<td>Research Documents – notebooks and data records are in order [Notebooks and data are the property of Iowa State University and cannot be removed; however copies can be made for writing up publications.]. The locations and organization of notebooks, data and computer files has been reviewed with my supervisor.</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Computer files – personal files and software are deleted from computers, research documents and software necessary for viewing images or data remain on computers for analysis.</td>
<td></td>
</tr>
</tbody>
</table>
| 8 | Workspace – Personal workspace and equipment used has been cleaned/decontaminated/disinfected. Please indicate that the following locations have been checked and all samples and prepared solutions have been properly discarded or transferred to ________________________:  
  - lab bench  
  - refrigerators/freezers  
  - cell culture room  
  - explosion proof freezer/refrigerator  
  - fume and/or biosafety cabinet  
  - walk-in-cold room &/or freezers  
  - shelves, storage areas  
  - ultralow (-80°C) freezer(s) |
| 9 | Keys – all keys have been located and returned to General Services. |
10___ To dispose of unwanted laboratory equipment fill out the Laboratory Equipment Disposal Form and send to EH&S.

11___ Other routine or safety-related duties that I am responsible for:

_____________________

**New Information**

Address: ________________________________________

________________________________________________

Phone: __________________________________________

Email: __________________________________________

**Comments:**

__________________________________________  ________________  

(Signature of Exiting Researcher)     (Date)

Verified By: _______________________________ (Supervisor, lab manager or safety officer)