

OSU EH&S Departing Laboratory Member Checklist

This document is intended as a guide for departing lab members. It should be completed before the lab member has terminated their employment with OSU and departed from the laboratory.

Lab Member Name: _____ Intended Last Workday: _____

1. PI or Lab Manager Action Items:

- ☐ Remove lab member from [SciShield](#).
- ☐ Verify completion of the lab member action items below.

2. Lab Member Action Items: *Lab Members must complete this section prior to exiting the laboratory:*

- ☐ Return all lab coats to the [lab coat dispenser](#).
- ☐ Properly dispose of any hazardous waste including old chemicals or samples.
- ☐ Ensure all samples are stored and labeled properly.
- ☐ Ensure your work areas, lab benches, fume hoods are cleared and decontaminated.

3. Lab-specific: *Lab PI's or managers should add any additional lab-specific off-boarding items such as returning keys, removing access, etc.*

<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____

Lab Member Signature: _____ Date Completed: _____

PI/Lab Manager Signature: _____