



## Laboratories Departure form

There may be a cost implication for disposal of certain items, and a payment strategy must be agreed with your laboratory manager prior to leaving your current employment. Failure to agree a payment strategy prior to exit may result in you being pursued for payment after you leave.

Action	Status
All of the following have been returned (if applicable): Personal or project licenses Lab coat Protective wear (masks, goggles, suits) Keys	
You have provided a chemical substance and biological agent list with relevant storage/containment info, location, approx. quantity, and name. Please also indicate who will assume responsibility and if not indicate that they are available to claim.	
All materials stored in cold storage (freezers/fridges/cold rooms/liq.nitrogen cryo-vaults) has been either correctly disposed of, or ownership has been appropriately allocated for archiving.	
All equipment that was in your possession has been inventoried to your manager with name, current PAT status, contamination status, and any mechanic issues. Any borrowed equipment has been returned.	
Ensure that sources of radioactivity for which you are responsible are inventoried and reported to the appropriate Radiation Protection Supervisor and specified whether suitable for hand-over to another authorised user or to be committed for correct disposal. Where relevant, complete records and reporting pro-formas relating to storage, use and disposal of radioactive substances or pathogens and GMOs (including deactivation or transfer of projects).	
Ensure that any and all outstanding actions on the most recent safety audit for your laboratory are satisfactorily completed prior to exit.	
All laboratory areas have been left in a clean and safe state. Where the laboratory is being formally decommissioned, ensure that the decommissioning documentation is completed and is submitted to the relevant manager.	

### Forwarding details

Ensure that you attach complete details of a forwarding address so that correspondence etc. received after you leave can be redirected to you. Please also inform Reception of these details so that they, and servitors/porters, can helpfully redirect requests/mail as well as update building mail lists.	
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### Sign-Off (Please print names, date and sign)

We are satisfied that all relevant project data, sample storage, disposal and administrative (financial, legal, licence, IT and data security) matters have been satisfactorily addressed.	
	Leaver
	Lab/Floor Manager