



Laboratory Exit Checklist

Student Name: _____

Laboratory: _____

Last Day of Employment / Work: _____

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

- There are no items on or under my bench and desk.
 - I have cleaned or disinfected these surfaces with an appropriate agent.
- All samples are well labeled and/or have been disposed of properly (if applicable).
- Lab notebooks have been given to PI, supervisor, lab manager or administrative assistant.

Name: _____

- UNT Chemistry building keys have been given directly to the key shop in Sycamore Hall, and Betsi Good has received a copy of the return receipt.
- Supplies, tools, samples and chemicals unique to my research, located in the following locations, have been either disposed of properly or reassigned as indicated below.

Location	Disposed of properly (Y/N)	Reassigned to (Name) or N/A
My bench (Cleaned out and ready for new student to use)		
Fume hood		
Liquid nitrogen storage		
Lab refrigerators		
Chemical storage area		
Other shared areas (location: _____)		

- If a group 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 (Name: _____).

My Signature: _____

PI Signature: _____

Today's Date: _____