**Laboratory Departure Tracking 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.

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| ***Action*** | ***Signed Off*** |
| 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. |  |
| **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 |