# Faculty or Staff 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:

<table>
<thead>
<tr>
<th>1</th>
<th>Waste – a request for pick up of unwanted materials has been submitted to EH&amp;S and containers placed in the Satellite Accumulation Area with tags completed.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Chemical containers – all chemical containers and secondary chemical solutions used by me or my graduate students have been properly labeled and either transferred to other faculty or picked up by EHS.</td>
</tr>
<tr>
<td>3</td>
<td>Research Products - research samples and prepared solutions have been picked up by EHS for appropriate disposal.</td>
</tr>
<tr>
<td>4</td>
<td>Biological materials - all biological materials (cell lines, etc) have either been transferred to another faculty member or has been picked up by EHS.</td>
</tr>
<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>
</tr>
<tr>
<td>6</td>
<td>Research Documents - notebooks and data records are given to the Department Chair to be given to ISU Archives or are destroyed appropriately. <em>[Notebooks and data are the property of Iowa State University and cannot be removed; however copies can be made for writing up publications.]</em></td>
</tr>
<tr>
<td>7</td>
<td>Computer files – personal files and software are deleted from computers.</td>
</tr>
</tbody>
</table>
| 8 | Workspace – laboratories and equipment used have been cleaned/decontaminated/disinfected. Equipment has been properly transferred to other faculty within the Department or picked up by ISU Surplus. Items that will go to ISU Surplus must be sanitized with 10% bleach and a Laboratory Equipment disposal form must be filled out, attached to each item, and EHS informed. The form can be on the EHS web site: [https://www.ehs.iastate.edu/sites/default/files/uploads/forms/equipdisposal.pdf](https://www.ehs.iastate.edu/sites/default/files/uploads/forms/equipdisposal.pdf)  
  
  - lab bench (cleaned and organized),  
  - cell culture room,  
  - fume and/or biosafety hood,  
  - shelves, storage areas  
  - human participant folders  
  - Liquid nitrogen tank contents  
  - refrigerators/freezers,  
  - explosion proof freezer/refrigerator,  
  - walk-in-cold room &/or freezers,  
  - ultralow (-80C) freezer,  
  - gas tanks returned  
  - Trtments for human/animal studies |
| 9 | Keys - all keys have been located and returned to General Services. NWRC keys returned to NWRC. |
| 10 | Other routine or safety-related duties that I am responsible for: ___________________________ |
new address/ phone #/email:

COMMENTS:

__________________________________________________________________________  __________
(Signature of Exiting Faculty)  (Date)

Verified By:_____________________________ (Department Chair)