Laboratories exit pro forma

Please give your lab manager as much notice as possible when you are leaving – ideally no less than one month. There may be a cost implication for disposal of certain items, and a payment strategy **must** be agreed with your laboratory manager prior to your leaving your current employment. Failure to agree a payment strategy prior to exit may result in you being pursued for payment after you leave. Please recycle where possible.

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| Action | Status |
| All of the following have been returned (if applicable):   * Personal or project licenses * Lab coat * Protective wear (masks, goggles, suits, etc.) * Keys/access cards/parking pass * Legible and up to date lab books/notebooks * UoE materials/equipment (e.g. laptop) |  |
| A list of project title(s) you have worked on has been provided to the lab manager/P.I./group leader. |  |
| All electronic project related data (including emails) is transferred to agreed networked area which your Group Leader can access. |  |
| Responsibility(ies) previously held by the leaver for radiation, equipment, freezers, rooms have been transferred to a suitably qualified person. Discuss with Group Leader and Lab Coordinator to ensure replacement is identified |  |
| A list of chemical substances and biological agents to remain in the lab has been provided, ensuring all containers are clearly labelled with relevant storage/containment info, expiry/opening dates, disposal procedure, Material Safety Data Sheet (if relevant), location, approx. quantity, and name. Please also indicate who will assume responsibility for these items or, if not advertise for donation locally and on [Warp It](https://www.ed.ac.uk/sustainability/staff/advice/reduce-reuse-recycle/join-warp-it) (University wide) indicating that they are available to claim. |  |
| Unwanted samples, chemicals, reagents and materials which have not been claimed by other lab users (including via advertising on [Warp It](https://www.ed.ac.uk/sustainability/staff/advice/reduce-reuse-recycle/join-warp-it) where appropriate), and expired materials have been disposed of in an appropriate way following the waste hierarchy. |  |
| 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 reallocated for archiving where retention of the material is absolutely necessary.  A complete list of those materials for archiving should be produced (including location, amount, hazard, date of production/expiry, date of last test) and agreed with your lab manager.  Ensure all containers are clearly labelled. |  |
| All electrical equipment that was in your possession has been inventoried to your lab manager with name, current PAT status, date of last PAT or other relevant test, contamination status (please clean and decontaminate), and any mechanical 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. Ensure all containers are clearly labelled.  Where work has been undertaken within Controlled and/or Supervised Areas (relating to radioactive substances), ensure that these have been properly monitored and, where necessary, effectively decontaminated, and confirm completion of those actions with the relevant Radiation Protection Supervisor(s). |  |
| 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). |  |
| Where relevant, complete records and reporting pro-formas relating to home office reporting. |  |
| 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 **pro forma** at <http://www.docs.csg.ed.ac.uk/Safety/ra/lab_decom.pdf> is completed and submitted to the laboratory 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 ensure your lab manager is aware of your grant/financial code IDs. Please also inform Reception of these details so that they, and servitors/porters, can helpfully redirect requests/mail. You must inform reception of your departure so they can update building email distribution lists and telephone directories. |  |
| 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 |