



Graduate student final lab close out checklist

This form shall be completed by the graduate student who is leaving and submitted to department safety officer (Chad McMahan) prior to / when requesting a final closeout inspection.

Student Name: _____
 Building: _____ Room: _____ Department: _____
 Principal Investigator(s): _____
 Email: _____
 Preferred Mailing Address: _____

Chemical Safety

	Yes	No	N/A
Chemical hoods have been cleared of all chemicals and equipment from your research.			
Chemical hoods have been cleaned/decontaminated.			
Was perchloric acid used in any hood/exhaust device in this lab.			
All signs (hazard, caution, etc.) removed where appropriate or if your name is on the sign that will remain it has been removed.			
All chemicals and controlled substances that you have used and will not be used anymore in future projects have been removed or disposed according to CU guidelines.			
Gas cylinders that will no longer be needed have been removed.			
Lab surfaces (shelves, cabinets, benchtops, floors, etc.) have been cleared and cleaned/decontaminated.			
Remaining equipment has been properly cleaned/decontaminated and ownership transferred.			
Refrigerators and freezers cleaned/decontaminated			
Emergency contact and hazard information changed on lab door(s)if you name has been used.			

Biological Safety

	Yes	No	N/A
Biological safety cabinets(s) have been cleaned of your project materials and decontaminated.			
Equipment used with biological materials have been decontaminated.			
Biohazard areas have all been decontaminated.			
Inventory all of your biological samples, including animal and human tissues, and properly dispose of them or transfer them to other users.			

All biological materials (to include select agents) have been disposed of or transferred.			
All biohazard stickers have been removed if not being used in the lab in future projects.			

Radioactive Materials (if being used)

All Radioactive materials have been properly removed as directed by the university Radiation Safety Officer? Yes _____ No _____ N/A _____

Procedural and Equipment SOPs

I have written all of the procedural and equipment SOPs for my lab to use when I am gone. These are SOPs for procedures that I have developed and for the equipment that I know how to use.
 Yes _____ No _____ N/A _____

University Data (Lab Notebooks) and Materials

Yes No N/A

Identify and transfer to your PI or next responsible party all laboratory notebooks, data, and other materials in which the university has a remaining interest.			
Identify and transfer any university owned data on your personal computers and save and return it to your PI			
Identify any other confidential information in the lab, such as employment files and records of student activities and ensure that any such records are maintained or disposed of properly.			
Return any university owned computers and other electronics			

Access Control

Yes No N/A

Return all keys to department			
Make sure that if you have set passwords on lab computers that those passwords are known to the lab			
Withdraw access to proprietary software and internal websites			
Withdraw/remove from internal email lists			
Withdraw access to subscriptions to outside services/organizations paid for by the university			

Each student must secure the following certifications prior to leaving the Department:

Student _____ Date _____

The lab has been inspected and the student's laboratory is clean and in good condition.

Dept Safety Coordinator _____ Date _____

To my knowledge the student is cleared for departure.

Advisor _____ Date _____



Bioengineering Department Checkout Form

Complete this form before graduating, changing research groups, or withdrawing from the Bioengineering Graduate Program.

Date: _____

Student Name: _____

Student CUID: _____

Phone Number: _____

Email Address: _____

Effective Date: _____

Keys have been returned to department office.

Final lab close out checklist has been completed with Advisor and Department Safety Coordinator.

Cleaned Desk and returned all necessary items to appropriate people.

Please share any future plans, job interviews, final acceptance or graduate school:

Final Checkout:

Graduate Student Services Coord. _____ Date _____