**Lab exit checklist**

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Department |  |
| Laboratory |  |
| Leave Date |  |

|  |
| --- |
| **Chemicals and reagents** |
| **Task** | **Yes** | **No** | **Not Applicable** | **Comments** |
| 1. All Chemicals and reagents have been catalogued - check shelves cupboards, fridges, freezers, fume hoods, cold rooms, liquid nitrogen.
 |  |  |  |  |
| 1. Any chemicals and reagents that require disposal have been disposed of in the correct manor.
 |  |  |  |  |
| 1. Any chemicals and reagents to be kept have been transferred to a nominated person – please list chemicals and reagents and to whom they have been transferred.
 |  |  |  |  |
| **Samples** |
| **Task** | **Yes** | **No** | **Not Applicable** | **Comments** |
| 1. All samples have been reviewed and disposed of if no longer required
 |  |  |  |  |
| 1. Any samples that are to be kept are clearly labelled and an inventory has been provided. Please provide sample details, location and name of persons now responsible.
 |  |  |  |  |
| 1. Provide the duration for which the samples are required to be kept.
 |  |  |  |  |
| 1. Ensure all radioactive materials/waste have been dealt with in accordance with Radioactive Protection Service (RPS) guidelines or in agreement with relevant officer.
 |  |  |  |  |
| 1. Ensure all GMO materials/waste have been dealt with in accordance with relevant officer. If GMO material is to be kept, then please provide details of the transfer of ownership
 |  |  |  |  |
| 1. Are you the owner of any human material as defined by the Human Tissue Act. If yes then you must inform humanmaterial@liverpool.ac.uk

Appropriate action must be taken for the destruction of samples. If samples are to be kept you must provide a clear inventory of samples and their location along with all governance documentation. Please provide details of samples, location and the persons now responsible. |  |  |  |  |
| **Research data** |
| **Task** | **Yes** | **No** | **Not Applicable** | **Comments** |
| 1. Have you identified when all your research data is stored i.e. protocols, study plans, lab books, safety documents, data on M drive and other servers.

Transfer this data and any relevant governance paperwork to the relevant person. |  |  |  |  |
| 1. If you would like to take any of the research with you when you leave the University, then you will need to seek permission for this and arrange anything that is relevant such as a data transfer agreement.
 |  |  |  |  |
| **General** |
| **Task** | **Yes** | **No** | **Not Applicable** | **Comments** |
| 1. Return all of the following if applicable:

Lab CoatProtective wearKeysAccess cards |  |  |  |  |
| 1. All laboratory areas used have been left in a clean and safe state.
 |  |  |  |  |
| 1. All laboratory consumables/equipment have been stored appropriately, disposed of or given to a new person responsible. Please provide details of this.
 |  |  |  |  |
| 1. Office/desk space has been cleared out and left in a clean and safe state.
 |  |  |  |  |

**Any chemical substances, biological agents, samples or other items not labelled correctly will be treated as waste and disposed of when inventory checks are done.**

|  |  |
| --- | --- |
| Name (print) |  |
| Signature |  |
| Date |  |
| **Checked By** |
| Name (print) |  |
| Signature |  |
| Date |  |