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Laboratory exit protocol (send completed protocol to pjackson@kennesaw.edu and cc dzaborow@kennesaw.edu. Please use subject line: Exit protocol)

Employee / Student Name		
Laboratory		
Last Day of Employment / Worl		

Please complete the following for each lab area before checking out of the laboratory.

Lab bench

There are no items under the bench

Lab shelves

Properly dispose or reassign reagents

Properly dispose or reassign glassware and other materials.

Analog and digital data

Lab notebooks have been returned to PI

Proper exit procedures for laptops or other UITS equipment have been completed.

Data on laptops and computers have been extracted and stored

Additional materials

Additional materials, including samples, chemicals, tools, etc. located in the following locations, have been either disposed of properly or reassigned as indicated below

Location	disposed of properly (Y/N)	Reassigned to (reassignment approved by PI or superviso
fume hood		
lab refrigerators		
- 20 / - 80 freezers		

Email: _____ Phone: _____

… I have reviewed this completed checklist with my PI, supervisor, or lab manager

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Additional signatures:

	Signature	Date
Supervisor:		
Safety Officer:		