

## Plant, Soil & Insect Sciences Laboratory Checkout List

Before leaving or graduating from the Department, each Faculty Member, Graduate Student, Postdoctoral, and Technical Assistant shall comply with the guidelines listed below, and have this form signed by his/her Immediate Supervisor or Advisor and by the Department Head.

Name: \_\_\_\_\_ Building & Room: \_\_\_\_\_

**Please check (✓) all that apply:**

- Chemicals:**
  - Inventory and label all chemicals and chemical waste in the laboratory associated with the above named individual. All areas of the laboratory should be inspected including: refrigerators, acid and flammable storage cabinets, shelves, and drawers.
  - Transfer chemicals in good condition to another researcher, or to the EH&S Re-Use and Exchange Program.
  
- Compressed Gas Cylinders:**
  - Return to distributor/supplier
  - Report lecture size cylinders to EH&S
  
- Controlled Substances:**
  - Inventory all controlled substances associated with the above named individual and dispose of in accordance with state and federal laws.
  
- Biological Materials:**
  - Inventory and label all materials associated with the above named individual
  - Transfer usable materials to another researcher
  - Decontaminate and dispose of biohazardous waste generated by the individual
  
- Radiological Material:**
  - Send inventory of all reusable material to EH&S
  - Return film badge (if one has been issued) to EH&S
  - Contact EH&S, Radiological Safety for checkout procedures
  
- Hazardous Waste Disposal:**
  - Properly package, cap, and label all hazardous material associated with the above named individual. Refer to EH&S manual "Waste Management at UMass".
  - Characterize all "Unknown" chemicals as completely as possible and give list to EH&S
  - Fill out Hazardous Waste Request Form and return to EH&S
  
- Defective Equipment/Laboratory Repairs:**
  - Report to Principal investigator, Department Head for repair or replacement.
  
- Return All Departmental Keys**

Immediate Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

Please send a copy of the completed and signed form to the Plant, Soil & Insect Sciences Safety Coordinator