SCHOOL OF ENGINEERING

DEPT OF MATERIALS SCIENCE AND ENGINEERING

DMSE EHS LABORATORY DEPARTURE FORM

To:

Mary Lindstrom, EHS Coordinator
Department of Materials Science and Engineering
56-341d

_____ _____

(Print Name) (Kerberose Name)

is leaving my laboratory on _____

(Date)

He/She has completed the following procedures: (please check off completed procedure).

[ ] a) disposed of chemicals, samples, including hazardous laboratory materials and gas cylinders.

[ ] b) all his/her MIT keys and credit cards have been returned.

[ ] c) laboratory notebooks and related documents (e.g. autoradiogram, data printouts, and photographs) have been returned to his/her faculty supervisor.

[ ] d) all other MIT property has been returned to his/her faculty supervisor for future use.

[ ] e) all his/her materials have been removed from laboratory.

[ ] f) Has updated their Training Needs Assessment at https://ehs.mit.edu/site/about-training

_____ _____

Employee/Fellow Date EHS Representative Date

_____ _____

Faculty Supervisor Date EHS Coordinator Date

Revised: November 2017