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