

## Termination of Laboratory Use Check-Out List

Name \_\_\_\_\_

Title \_\_\_\_\_

Room # & Building \_\_\_\_\_

### Chemicals

Date Completed or N/A

- Check all cabinets, benches, fume hoods, refrigerators, etc. \_\_\_\_\_
- Evaluate all chemicals and label all containers \_\_\_\_\_
- Transfer responsibility of chemicals to: \_\_\_\_\_
- Evaluate all samples and label all containers \_\_\_\_\_
- Transfer responsibility of samples to: \_\_\_\_\_
- Prepare chemical waste for shipment. Submit *Montana Tech Hazardous Materials Manifest* form to EHS \_\_\_\_\_
- Confirm that hazardous waste has been removed \_\_\_\_\_
- Clean laboratory surfaces \_\_\_\_\_

### Gas Cylinders

- Return to supplier. \_\_\_\_\_
- Or transfer responsibility to: \_\_\_\_\_

### Microorganisms and Cultures

- Autoclave waste \_\_\_\_\_
- Disposed of waste in proper manner \_\_\_\_\_
- Clean incubators, ovens, and refrigerators \_\_\_\_\_
- Transfer responsibility of samples to: \_\_\_\_\_

### Controlled Substances

- Contact U.S. Drug Enforcement Agency regarding status of permit \_\_\_\_\_
- Arrange for disposal by calling EHS \_\_\_\_\_

### Animal Tissue

- Dispose of tissue. Method \_\_\_\_\_
- Dispose of preservative. Method \_\_\_\_\_
- Clean refrigerators and freezers \_\_\_\_\_
- Transfer responsibility of samples to: \_\_\_\_\_

### Equipment

- Clean or decontaminate equipment to be left in place \_\_\_\_\_
- Contact EHS regarding disposal of equipment \_\_\_\_\_

### Shared Storage Areas

- Check all shared storage areas for hazardous materials \_\_\_\_\_

### Department Sign-Off

Researcher Signature \_\_\_\_\_

Date \_\_\_\_\_

Department Head Signature \_\_\_\_\_

Date \_\_\_\_\_

EHS Director Signature \_\_\_\_\_

Date \_\_\_\_\_

Account to be in charge for disposal \_\_\_\_\_