

Student Decommission Checklist

Student Name:	
Project Name:	
Start Date:	
End Date:	
Lab Manager Signature:	

Item	General Requirements	Initial
1	Chemicals: Empty waste containers with your name on it. Transfer responsibility of remaining chemicals to colleagues Ensure fume hoods are clean and clear of your chemicals	
2	House cleaning: Leave a clean, tidy lab work space and desk, clean all the glassware you have used, throw out all your garbage (
3	Specimens: remove any unnecessary specimens and properly dispose. Make an inventory of any samples that need to be saved and transfer to a storage bin (See Lab Manager to attain a bin)	
4	Manuals: Return any SOPs for the equipment you use, including manuals locations, MFG contact name, etc. Return safety equipment, (laser protective glasses, acid goggles, etc.)	
5	Miscellaneous: Return any borrowed equipment, books, tools, staplers, 3-hole punch, keyboards, mouse, work gloves etc.	
6	Raw Material: Remove any material that is no longer required. Label all the material remaining (such as Aluminum 6063, DP steel 980, make sure you also leave a record of the material chemistry etc).	
7	Final Inspection: Walk through the above items with the Lab Manager	

Ensure that all items attributed to your research are accounted for and are to be transferred to another CAMJ team member