

Checkout Process for Departing Researchers

Presented
by

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On Behalf of the CEBC Safety Committee

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Purpose

- Failing to checkout properly potentially creates hazards for those that remain at CEBC.
 - lack of communication
 - hazardous materials incorrectly stored or unlabeled
 - poor documentation

Goals Of Checkout Process

- Ensure unnecessary research samples are disposed of
- Removal of any unwanted chemicals
- Report any maintenance issues or machine quirks
- Hand off ownership of equipment
- Ensure management is aware of active researchers

Successful Departure

- Minimize samples and chemicals to be left behind
- Ensure all samples and chemicals are properly labeled and entered into CEBC inventory
- Review equipment duties with new owner
- Turn in any keys!
- Complete and sign checkout form

Checkout Form



Checkout Process for Departing Researchers

Complete this form before you finish your research duties at the CEBC. Contact Lab Manager Fenghui Niu (niu@ku.edu) for assistance.

Name of Departing Researcher:	
Research Location: (building & room #)	
Name of Supervisor	
Date of Departure:	
Permanent email address for future contact:	

Disposal of Unwanted Materials <i>Before you leave, get rid of unwanted samples, materials, reagents, etc.</i>	Researcher Initials	Lab Manager Initials
1. All unnecessary samples, and prepared solutions have been disposed of in appropriate hazardous waste container		
2. Full waste containers have been called in for pick up		
3. Empty, used research vials have been properly disposed of		
4. Broken glassware has been documented and disposed of		
5. Any expired chemicals have been properly disposed of and removed from inventory		
6. Broken machine parts have been properly disposed of (wires, tubing, etc.)		

Sample and Chemical Storage <i>For those samples/materials that need to be kept, they must be transferred to someone else in the lab.</i>	Researcher Initials	Lab Manager Initials
1. Samples are properly labeled		
2. Samples stored in proper cabinet		
3. List of stored samples and location has been provided		
4. Unnecessary chemicals are properly disposed of and removed from inventory.		
5. Rectify chemical inventory		

Lab/Office Cleanliness <i>Leave your work areas in good shape for the next researcher.</i>	Researcher Initials	Lab Manager Initials
1. Benchtops cleared of clutter		
2. Lab equipment returned to proper drawers and cabinets		
3. Equipment cleaned (balances, stir plates, hot plates, etc.)		
4. Lab drawers cleaned and any clutter removed		
5. Office desk cleared of any personal effects.		
6. Report any furniture issues (broken chairs, cracked roof tiles, cracked benchtops, etc.)		
7. Return keys to Nancy Crisp		

Machine/Computer/Data Ownership Transfer	Researcher Initials	Lab Manager Initials
1. Organize manuals and log books		
2. Inform Lab Manager of machines new owner		
3. Provide details of maintenance schedules		
4. Inform/Fix any equipment issues		
5. Necessary data files have been backed up and given to PI		
6. Inform Ed Atchison of any computers to be returned		
7. Contact information given to CEBC administration		

Attach the following to this form as necessary:	
<ol style="list-style-type: none"> List of the samples you are leaving at CEBC and where they will be stored (room location, notebook page, notebook number, etc.). List of processes, and equipment you were responsible for at CEBC and who, if anyone, will inherit these tasks after you leave. List of any repairs performed (or needed to perform) on your work area or equipment. 	
Your signature below confirms that you have provided the above material to your direct supervisor or faculty mentor and lab manager to CEBC as well as returned any keys to the appropriate personnel.	
Researcher signature:	Date:
Lab manager, Fenghui Niu (niu@ku.edu), signature:	Date:
Direct Supervisor/Faculty mentor signature:	Date:



Sample Storage and Disposal

- Work with PI to minimize samples to be stored in labs
- Properly label samples
 - Researcher Initials
 - Date
 - PI initials
 - Lab Notebook/page
 - Any notable hazards

Sample Storage and Disposal

- Dispose of all other samples
- Follow proper EHS hazardous materials disposal techniques
- Clean/dispose of sample containers as necessary
- Samples to be kept should be stored in neatly and in proper locations
 - Flammable cabinets
 - Vial boxes-make sure box is labeled!
 - Chemical Cabinets

Chemical Storage and Disposal

- All chemicals owned/used by researcher should be in properly placed in inventory!
- Expired/empty chemicals should be disposed of properly
- Remove chemicals from inventory lists if no longer present!

Lab Cleanup

- Ensure all glassware used is properly cleaned
- Clear clutter and papers from benchtops and drawers
- Dispose of used sample vials
 - GC, HPLC
- Perfect time to organize drawers

Lab Cleanup, cont.

- All chemicals owned/used by researcher should be in properly placed in inventory!
- Expired/empty chemicals should be disposed of properly
- Remove chemicals from inventory lists if no longer present!

Equipment Inheritance

- Organize all documents and useful information for new owner of machine
 - Log book, manuals, quick user guides, etc.
- Go over any quirks machine may have
- Inform new owner of scheduled maintenance or of any current problems with machine

Data Transfer

- Ensure all relevant data is easily accessible
 - Electronically
 - Burned DVD, backup drives, folders accessible by PI.
 - Physically
 - Organized binders

Office Equipment/Keys Return

- Notify Ed Atchison of any computers and monitors to be returned
 - Clean files and programs
 - Inform of any programs that should remain installed if not originally installed
- Return any keys to Nancy Crisp

For more information, contact:

Fenghui Niu
niu@ku.edu