**Sonoma State Laboratory Clearance for Departing Researchers**

This applies to students, faculty and staff that are leaving the University or no longer participating in research or lab work. This does not apply to personnel who take a break between semesters.

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| Name: | Department: |
| PI or Administrator: | Reviewer: |

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| **Items to be Completed -** If an item does not apply, mark N/A in the Date Completed column | **Date Completed** |
| All chemical waste, chemical substances (buffers, kits, media, solutions, samples, etc.) have been labeled properly and/or disposed |  |
| Waste accumulation areas are free of waste |  |
| All cabinets, shelving, fume hood or other storage areas have been cleared/cleaned of chemicals |  |
| All freezers, cold rooms, equipment room or shared spaces have been cleared of equipment and chemicals |  |
| Any chemicals, solutions, or containers of materials for use by your lab group are appropriately labeled with the name of the material(s) in the container, and the hazards |  |
| All cabinets, shelving, fume hood or other storage areas have been checked and materials that your lab group will no longer use have been removed and appropriately handled |  |
| All surfaces, including the inside and outside of the fume hood, benchtops, sinks, and cabinets have been decontaminated and cleaned |  |
| All sharps containers and broken glass containers have been closed and disposed of appropriately |  |
| All important files, journals, folders, lab notebooks, spectra, etc. have been organized and labeled for archiving and future reference |  |
| Unwanted items have been recycled and/or disposed of appropriately |  |
| **Biohazardous Materials** |  |
| All biohazardous waste has been disposed of in the proper manner |  |
| All samples have been cataloged and transferred or removed for disposal from freezers, cold rooms |  |
| **Radioactive Materials** |  |
| All radioactive waste has been properly prepared for disposal. The Radiation Safety Officer (RSO) and EH&S has been contacted. Radioactive materials no longer needed have been identified and communicated to the RSO |  |
| All working surfaces, including equipment and tools, have been checked for contamination. A record of the survey has been submitted to the RSO. |  |
| All dosimetry badges have been returned to the RSO. |  |