




# Kennesaw State University College of Science and Mathematics

Laboratory exit protocol (send completed protocol to: [pjackson@kennesaw.edu](mailto:pjackson@kennesaw.edu) and cc [dzaborow@kennesaw.edu](mailto:dzaborow@kennesaw.edu); Please use subject line: Exit protocol)

Employee / Student Name		
Laboratory		
Last Day of Employment / Work		

**Exit protocol:** The purpose of this form is to provide a standard operating procedure to ensure that laboratory spaces are properly cleared, cleaned, and prepared for future lab use. Also, this form will help ensure that all electronic and analog data is properly transferred and stored.

**Please complete the following for each lab area before checking out of the laboratory.**

**Lab bench:**

- Properly dispose of waste.
- Properly dispose or reassign reagents.
- Clean or disinfect bench top with an appropriate agent.
- There are no items under the bench.

**Lab shelves:**

- Properly dispose or reassign reagents.
- Properly dispose or reassign glassware and other materials.

**Analog and digital data:**

- Lab notebooks have been returned to PI.
- Proper exit procedures for laptops or other UITS equipment have been completed.
- Data on laptops and computers have been extracted and stored.

**Additional materials**

- Additional materials, including samples, chemicals, tools, etc. located in the following locations, have been either disposed of properly or reassigned as indicated below

Location	disposed of properly (Y/N)	Reassigned to (reassignment approved by PI or supervisor)
fume hood		
lab refrigerators		
- 20 / - 80 freezers		

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

- I have **reviewed this completed checklist** with my PI, supervisor, or lab manager

My Signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_

**Additional signatures:**

	Signature	Date
<b>Supervisor:</b>		
<b>Safety Officer:</b>		