

Departure Clearance Checklist

This checklist is intended to be used as a guide to help laboratories facilitate the departure of students, visitors and part time staff. Health, Safety and Environment (HSE) will only complete departure clearances for staff and post-docs.

Full Name:

KAUST ID:

Laboratory notebook has been handed over to the supervisor? Yes No N/A

Research materials/samples have been disposed or transferred to another lab member? Yes No N/A

Assigned work and storage areas are cleaned and empty?

- Lab Bench Yes No N/A
- Cabinets/Drawers Yes No N/A
- Refrigerator Yes No N/A
- Freezer Yes No N/A
- Cold Room Yes No N/A
- Other: Yes No N/A

Assigned materials have been returned to supervisor?

- Lab Coat Yes No N/A
- Keys Yes No N/A
- Computers/Laptops Yes No N/A
- Hard Drives Yes No N/A
- Software Licenses Yes No N/A
- Phones Yes No N/A
- Other: Yes No N/A

Assigned materials have been returned to Health, Safety and Environment?

- Dosimetry Badge (returned to Radiation Safety Officer) Yes No N/A

The below to be confirmed by Center Manager/Lab Manager (not PI):

Are the above statements true and the person cleared? Yes No

Center Manager/Lab Manager Name _____

Center Manager/Lab Manager Signature _____ Date _____