

LABORATORY CHECKOUT FORM

Principle Investigator/Faculty: _____

Building: _____

Lab(s): _____

Chemicals

Evaluate all chemicals for transfer or waste disposal.

Transfer surplus chemicals to other Principle Investigator/Faculty.

Name of Principle Investigators/Faculty receiving the chemicals: _____

Dispose of waste chemicals.

Contact EHS for destruction of Select Agent Toxins.

Contact EHS for destruction of DEA controlled substances.

Return gas cylinders to supplier (non-returnable cylinders may be disposed of through EHS).

Radioactive Materials, X-Ray Machines, Lasers

Inform the EHS of your intended move/departure.

Transfer surplus radioactive stocks or sealed sources to another authorized Permit within TTU and remove item(s) from inventory/registration.

Dispose of all waste radioactive material through EHS.

Decontaminate and wipe test all areas of laboratory.

Biological Materials

Inform the EHS of your intended move/departure.

Request decontamination of biosafety cabinets through EHS.

Remove biohazardous materials (cultures, frozen stocks, tissues, etc.) by proper transferring to another investigator, autoclaving or incineration as appropriate. Contact EHS for assistance.

Clean and disinfect all laboratory surfaces and equipment.

Submit forms to Sarah DiFurio at sdifurio@tntech.edu or Box 5041.

