

# Appendix X: Employee Departure Checklist

Department Safety Program, Crop and Soil Sciences, Washington State University

This process for departing employees is initiated by the Departmental Safety Committee, and the completed form is filed in the personnel file via the Office Supervisor (BPPM 60.38.1).

Employee: \_\_\_\_\_ Supervisor: \_\_\_\_\_

- \_\_\_ 1. Completed the department notice for faculty and staff (BPPM 60.38.2)
- \_\_\_ 2. Write forwarding address(s) and phone number(s) here:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- \_\_\_ 3. Cleaned desk
- \_\_\_ 4. Returned all desk and office supplies
- \_\_\_ 5. Given all necessary computer files to responsible person(s)
- \_\_\_ 6. Closed email, UNIX, CMS, VAX, and other accounts; list your procedure number, net ID and login name here:  
\_\_\_\_\_
- \_\_\_ 7. Returned all reagent supplies which had been removed
- \_\_\_ 8. Returned all working equipment (pipettors, timers, film badges, etc.) to:  
\_\_\_\_\_
- \_\_\_ 9. Transferred valuable supplies, chemicals, and samples to responsible person(s) \_\_\_\_\_
- \_\_\_ 10. Transferred data to responsible person: \_\_\_\_\_
- \_\_\_ 11. Cleaned up work area(s): lab, greenhouse, storage area, etc., including drawers and properly disposed of old, unneeded, solutions.
- \_\_\_ 12. Properly disposed of unneeded supplies in refrigerator(s).
- \_\_\_ 13. Properly disposed of not needed supplies in freezer(s).

- \_\_\_ 14. Secured all wastes for proper disposal and given completed forms to responsible persons:  
\_\_\_\_\_
- \_\_\_ 15. Have left no non-inventoried hazardous substances on WSU property.
- \_\_\_ 16. Have left no non-inventoried radioactive substances on WSU property.
- \_\_\_ 17. Have left no non-inventoried bio-hazardous substances on WSU property.
- \_\_\_ 18. Discussed any pending publications/experimental data with responsible person(s): \_\_\_\_\_
- \_\_\_ 19. Returned all keys to all departmental offices.
- \_\_\_ 20. Checked with the Office Supervisor in the Main Office to ensure that all paperwork has been completed.
- \_\_\_ 21. Surrendered your ID card to the Office Supervisor.

*I have been introduced to all points in this safety check list and fully understand them.*

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Employee	Date	Orientation Supervisor	Date
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