

## Course Departure Checklist

*Please go through the list, checking off completed items.*

*Return one form for your course, signed and dated by one faculty instructor.*

- ☐ All live organisms have been returned to where they were collected (as near as possible) or passed along to another FHL course or researcher who plans to use them. Organisms left behind have been relocated to the research or teaching space of the individual or course inheriting them.
- ☐ We have turned off seawater to, drained, and cleaned all seawater tables and tanks in the lab, unless arrangements were made with instructors of the next course using this lab to maintain certain tanks with organisms for that course's use.
- ☐ We have returned and checked in all equipment that was borrowed from the Stockroom.
- ☐ We have returned all materials, unused supplies, and tools to where we found them.
- ☐ **Our course has left nothing behind in common FHL research spaces**, e.g. around/in fume hoods, flumes, seawater tanks, fixed microscopes, CT scanner, and the rooms in which they are located.
- ☐ **Our course has left nothing behind in refrigerators or freezers on the FHL campus.**
- ☐ **Our course has left nothing behind in outdoor FHL spaces.**
- ☐ With the exception of rooms and cabinets designated for storage of chemicals or supplies: **the lab, including inside cabinets, is empty of supplies and chemicals** with the allowed exceptions of boxes of gloves or kimwipes, sharps containers, and broken glass containers (if not full).
- ☐ If the lab has a chemical storage area, we have returned the chemicals to their places properly contained and labeled.
- ☐ We have returned all chemicals that were borrowed from the Stockroom, handing them to Peggy in properly labeled containers during workday hours (M-F, 8-5).
- ☐ If we are leaving introduced chemicals behind, we have handed them to Peggy in properly labeled containers, along with printed SDSs and SOPs. *The chemicals will be logged as part of the Stockroom inventory, and made available for check out to other researchers.*



- ☐ **Faculty/TAs have properly disposed of all hazardous wastes** generated in the course, following FHL Hazardous Waste Procedures: [tinyurl.com/HazWastesFHL](https://tinyurl.com/HazWastesFHL) (QR code to right).
- ☐ If instructors brought or shipped chemicals to FHL (rather than borrowing or ordering them through the Stockroom), we recorded their status upon departure (used up, sent home, or left at FHL) on the share worksheet for chemicals at FHL: [tinyurl.com/FHL Chemicals](https://tinyurl.com/FHLChemicals) (QR code to left).

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Faculty Instructor Signature

Date

*The University of Washington reserves the right to restrict future access to FHL facilities for anyone who has been found to have neglected the above check out procedures.*