

 <b>Department of Biochemistry</b> <b>Yong Loo Lin School of Medicine, NUS</b> <b>Standard Operating Procedure</b>  Title: <b>Exit Declaration for Laboratory Users</b>	Doc. No:	SOP-BCH-BCHSAFETY-030
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<b>Dr Yap Lai Lai</b> Prepared by	<b>Dr Takao Inoue</b> Approved By	<b>18 June 2018</b> Review Date
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PERSONAL PARTICULARS	
Name of Staff / Student	: _____
Staff / Student No.	: _____
E-mail Address	: _____
Contact No.	: _____
Appointment	: _____
Start Date of Appointment / Candidature	: _____
End Date of Appointment / Candidature	: _____
Principal Investigator / Supervisor	: _____

DECLARATION (* delete where non-applicable)	Yes / No / NA (Signature)	Verified by (Name, Signature & Date)	Remarks
I have handed over all my laboratory books and research data to my Principal Investigator / Supervisor.			
I have handed over my pipette aid, pipettes, goggles and other laboratory equipment to my Principal Investigator / Supervisor.			
I have listed down and handed over surplus reagents, cell stocks, glycerol stocks, plasmids, etc. to my Principal Investigator / Supervisor.			
I have given away or disposed all of my chemical solutions.			
I have disposed all of my biohazard / chemical / cytotoxic / radioactive* wastes.			
I have emptied and cleaned my designated storage space in cold room / 4°C refrigerator / -20°C freezer / -80°C freezer*.			
I have cleared and cleaned my designated bench in the laboratory.			
I have returned departmental or laboratory computer / laptop / printer* to General Office / Principal Investigator*.			
I have returned laboratory keys to my Principal Investigator.			
I have returned departmental keys to General Office.			
I have returned my Staff Card / Temp Card / i-MediCare Card / NUS 16GB secured flash drive* to General Office.			
Others:			

FOR OFFICIAL USE ONLY	Yes / No / NA	Processed by (Name, Signature & Date)	Remarks
The keycard access has been inactivated.			