

## High Risk Biomaterials

### Laboratory Exit Interview Checkout Sheet

According to Yale University policy, it is the responsibility of both the Principle Investigator (PI) and the research staff to conduct an 'Exit Interview' regarding High Risk Biomaterials (HRBs) before a research staff permanently leaves the laboratory. It is recommended that the PI conducts a walk-through of the terminating employee/staff's work place and HRB storage units while completing this checkout sheet.

**Departing Employee/Staff Name:** \_\_\_\_\_

**Principle Investigator (PI) Name:** \_\_\_\_\_

**Department/Division:** \_\_\_\_\_

Items	Completed			Further Action and Information
	Yes	No	N/A	
The research staff has generated or acquired new HRBs since joining the lab?				If yes, determine with PI which HRB samples should be retained or discarded.
The research staff has conducted a review of the HRBs he/she handled, and has updated the lab HRB inventory?				Lab HRB inventory should be updated regularly, and before a research staff leaving the lab.
The research staff has passed on his/her SOPs for the proper handling and storage of HRBs he/she used to other members in the lab?				The research staff should make all SOPs for HRBs available to the lab before leaving. This can be done with copies of documents, either on paper or electronic version.
ALL biological sample containers generated by the research staff have been properly labeled?				The research staff should label every sample container he/she has generated, and inform the PI his/her labeling system for proper identification of all samples left in the lab.
The research staff has cleaned out his/her lab bench, shelves, and all cold storage units, and has properly disposed all samples and reagents (chemical or biological) deemed no longer useful?				The research staff should go through all the cold storage units for the lab, including <b>shared cold storage units</b> , to make sure no containers with unidentified contents are left behind, and all temporary/transient samples are properly kept or discarded.
The research staff has properly decontaminated all the instruments and cold storage units under his/her care?				All empty cold storage units and other instruments should be properly decontaminated before moving to another location, or before being discarded. A biological decommission notice should be attached to the unit being discarded.

Employee/Staff Signature: \_\_\_\_\_

Date: \_\_\_\_\_

PI/Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_