Do not use this sample form. Obtain a two-part carbonless form available from EHS office or in academic department offices.

GRADUATE STUDENT
REGULATED MATERIALS CHECKOUT

Instructions: Faculty advisors shall require graduate students to complete the indicated activities prior to graduation. This form shall be signed by the student and his/her faculty advisor to confirm the proper disposition of regulated materials that have been in the student’s possession. Prior to graduation, the student shall acquire the faculty advisor’s signature and deliver the completed form to the Academic Department Head. The Department Head retains the white original and forwards the yellow copy to the Environmental Health and Safety (EHS) Department. Call the Environmental Health Manager at ext. 3869 with questions.

GRADUATE STUDENTS – MAKE AN ENTRY IN EACH BOX. WRITE “C” TO INDICATE ACTION COMPLETED OR “NA” TO INDICATE NOT APPLICABLE.

☐ I certify that unused chemical reagents and/or industrial chemicals that were in my possession have been returned to the EHS Department or placed in the care of the responsible faculty member.

☐ I certify that compressed gases that were in my possession have been returned to the Departmental Technician or to the EHS Department, or have been placed in the care of the responsible faculty member.

☐ I certify that radioactive material and/or pathogenic organisms that were in my possession have been placed in the care of the responsible faculty member or turned in to the EHS Department.

☐ I certify that environmental, chemical, mineral or metal samples that were in my possession have been properly labeled to indicate content/identity and have been placed in the care of the responsible faculty member or turned in to the EHS Department.

☐ I certify that used syringes, blades, broken glass and similar laboratory “sharps” originated by me have been turned in to the EHS Department for disposal.

☐ I certify that waste which contains any of the aforementioned materials and empty reagent containers originated by me have been turned in to the EHS Department for disposal.

Exceptions
(Describe).

________________________________________________________________________

Student Name: (print) ___________________________ Department: ___________________________

Student Signature: ___________________________ Date: ___________________________

Faculty Advisor Signature*:

*Faculty Advisor Note: Certain materials used or produced during graduate research are regulated by state and federal law. The abandonment of such materials on School property is prohibited. Faculty advisors shall actively monitor the acquisition, storage and disposal of such materials by graduate students and shall act to prevent the accumulation of abandoned material in facilities under their jurisdiction. Participation in this checkout process is a means by which faculty members fulfill this responsibility.

White: Department Head
Canary: EHS Department