**School of Plant Biology Leaving Form**

To be completed by all staff and students leaving Plant Biology with a member of staff from the Plant Biology Office, Contact extension 2206 to set up an appointment time.

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<th>Name</th>
<th>Supervisor</th>
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**Have you: (Please check and tick and sign the list and return to the School Manager)***

- Returned all keys to the administrative assistant?
- Returned all UWA attractive assets in your possession (eg. memory sticks, camera, labeller etc)?
- Paid for any phone calls/faxes/books ordered?
- Notified Computer support to close your network login account? (ext 2999)
- Returned the Computer/Laptop and notified Faculty Computer Support?
- Returned all Computer Software? You must not take any software that is held under UWA licence.
- Removed all files from the hard drive of your Computer/servers?
- Returned all ergonomic equipment (eg chair, computer stand, locks, cables etc)?
- Returned UWA equipment to supervisor
- Returned all books loaned from Plant Biology?

**IT Support Sign**

- Cleaned your office (desk and shelves) and is it ready for the next user?
- Returned all library books?
- Given an electronic archive of data (spreadsheets, graphs, thesis on CD) to your supervisor?
- Returned any papers you had borrowed?
- Arranged closure and temporary redirection of email, if necessary? (Alan Mullett ext 3416)
- Cleaned your working space in the lab?
- Emptied, washed, dried and stored appropriately all glassware you have been using
- Returned unused chemicals to shelves if required in future or dispose off in consultation with supervisor?
- Listed and identified all the chemical waste you have?
- Washed/discard sample vials (as appropriate)?
- Used sample racks washed and put back into storage area
- Taken all lab ware out of acid baths/wash buckets
- Disposed off all samples collected**
- Removed from Fume cupboards – all the things you were using?
- Emptied your material from fridges, freezers, incubators, drying ovens?
- Checked and removed your material from Cool rooms? **
- Checked and removed your material from Storage sheds and Glasshouses? **
- Returned your radiation badge?
- Taken your belongings?
- Has the OGTR officer been notified?

**Admin Officer Sign**

- **For PhD students, only necessary samples are retained until admitted to degree. Please clearly label and identify all samples with a disposal date. Any material not clearly identified and signed will be discarded**

**Staff / Student Signature**

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**Supervisor Signature**

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