When a staff member, or a research student, vacates any James Cook University space (for example, a laboratory, animal facility or workshop), this document **must** be completed.

Please note: Certain equipment may need to be decontaminated prior to departure and it is the responsibility of the departing individual to ensure this is done appropriately. The decontamination form for equipment can be found at the following link [Decontamination Form](https://www.jcu.edu.au/__data/assets/pdf_file/0019/1144711/WHS-PRO-FORM-013c-Decontamination-Certificate-Form.pdf). The form is used to provide details of specific decontamination applied to a piece of equipment.

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| **Name:** |  |
| **Division:** |  |
| **College/Business Unit/Institute:** |  |
| **Building and Room Numbers:** |  |
| **Cost Code (requried) if items not completed and costs are incurred to dispose of items after departure:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Item:** | **Yes/No/NA** | **Disposal or Rehousing Path** | **Completed (Yes/No/NA)** |
| **Laboratory Access Removed:** |  | *Card or keys returned.* |  |
| **Access to Cryogen Store Removed:** |  | *Contact security or area manager* |  |
| **Hazardous Chemicals:** |  | *Substances are to be either transferred to a new owner or disposed of through a regulated waste company.* |  |
| **Imported Material subject to Biosecurity Permit:** |  | *Identify types of samples and storage locations. If any are remaining or being stored before sending away.*  *Transfer of import permit if required.* |  |
| **Genetically Modified Organisms:** |  | *Identify types of samples and storage locations. If any are remaining or being stored before sending away.* |  |
| **Radioactive Sources (Sealed/Unsealed):** |  | *Items are to be either disposed of or licensing transferred to another person.* |  |
| **Radiation Apparatus:** |  | *Items are to be either disposed of or licensing transferred to another person.* |  |
| **Prohibited or Restricted Carcinogen:** |  | *Dispose of the substance through a regulated waste company.*  *Update license to reflect this.* |  |
| **Laboratory Equipment:** |  | *Equipment decontaminated and decontamination certification to be attached.* |  |
| **Consumables:** |  | *Any consumables (e.g., Laboratory, stationery etc.) related to the JCU space, has been transferred to another person.* |  |

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| Item | Yes/No/NA |
| Non-working equipment has been tagged out and can be disposed of and an asset form has been filled in and submitted in JCU service now. |  |
| Laboratory has been left in a clean and tidy state with all rubbish removed. |  |
| Desk/Office space clean and tidy, with all personal items removed. |  |

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| Samples | Storage Location | Action |
| *Detail number* | *Building, room, freezer/fridge/other, shelf, rack, box. Include any labelling identifier* | *Dispose/Person Taking Possession* |

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| **Follow Up Required:** |
| *List any items that are yet to be completed.* |

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| **Forwarding Address and Phone Number:** |
|  |

Complete the below if the actions indicated on this checklist have been completed.

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| --- | --- |
| **Staff, HDR Leaving:** | |
| **Name** |  |
| **Signature** |  |
| **Date** |  |

Supervisor to complete below if the actions have been checked as completed.

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| **Supervisor:** | |
| **Name** |  |
| **Signature** |  |
| **Date** |  |