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|  Department of Biochemistry Yong Loo Lin School of Medicine, NUS Standard Operating Procedure Title: Exit Declaration for Laboratory Users | Doc. No: | SOP-BCH-BCHSAFETY-030 |
| | Version No: Issue date: | 005 15 August 2023 |
| | Page: | 1 of 1 |

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| Kelvin Prepared by | A/P Tang Bor Luen Approved By <i>BL Tang</i> | 15 August 2026 Review Date |
|------------------------------|--|--------------------------------------|

| 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. | | | |