

College of Graduate Studies

CLEARANCE

Prior to graduation or withdrawal, graduate students must obtain signed clearance from these departments. No refunds (if applicable), grades, transcripts, or certification letters will be sent until signatures are obtained.

Name _____ Student ID _____

Program _____

Degree _____ PhD _____ MS thesis _____ MS non-thesis _____ MBA _____ MPH

Date of Graduation or Withdrawal from USP _____

ID and Parking Permit should be returned to Terry Reilly in Kline Hall 102.

Advisor/Research Advisor Signature _____ Date _____

Required if student is assigned to a laboratory. Complete the lab checkout form attached.

Safety Officer (Griffith 325) Signature _____ Date _____

PROGRAM DIRECTOR – I verify this student

_____ met all requirements outlined in the *College of Graduate Studies Policies & Procedures*, completed all graduate program requirements to receive this degree, and turned in all USP keys to our department.

_____ will continue at USP in the _____ Graduate Program as a candidate for the _____ degree .

_____ withdrew from the College of Graduate Studies.

Signature _____ Date _____

All signatures above must be obtained before this form is submitted to the Graduate Office.

PROCEDURES FOR LABORATORY CHECK-OUT

This checklist is for faculty and graduate students who are vacating or relocating their laboratory.

Chemical Safety

	Identify and label all chemicals and experimental samples with the contents and appropriate hazard warnings. (experimental samples: also include, date prepared and name of preparer)
	Identify and label all waste containers. Tags must be affixed to containers, labeled with the identity of all components, approximate percent by volume, date, generator and laboratory room number. Do Not Mix Wastes.
	Transfer chemicals to the Central Stockroom for disposal or for possible re-use.
	Ensure that fume hoods, cabinets, glassware, drawers are free of hazardous materials and washed out.
	Decontaminate all work surfaces with detergent water or appropriate solution.

Radiation Safety

	Identify and label all radioactive waste with the isotope, chemical form, activity, date and investigator.
	Complete a Radioactive Waste Transfer Form for the removal of all radioactive material from laboratory (i.e. waste and stock vials) and schedule a waste pick-up by calling the Central Stockroom. [X8843]
	Usage records (utilization forms, incidental sink disposal logs) must be updated, finalized and returned to the Safety Department.
	Personnel dosimeters must be returned to the Safety Department.
	Survey the laboratory (survey meter or wipes) and decontaminate any contaminated areas.

Biological Safety

[Biological materials include all etiologic agents, human and animal blood, blood products and body fluids.]

	Autoclave all biosafety level-3 agents, higher risk biosafety level-2 agents, and any other appropriate organisms, as defined in attachment A of the Safety Manual. (Page K-6)
	Dispose of biological materials by placing them into appropriate containers and scheduling a pick-up with the Central Stockroom. [X8843]
	Make sure all biohazardous waste is in appropriate containers and not leaking. (Red bags, sharps containers and red buckets)
	Disinfect all contaminated equipment and work surfaces with a 1:10 bleach solution.
	Ensure all biohazard signs are removed. (If applicable)

Name _____ Program _____ Bldg/Room# _____

Laboratory Advisor Signature and Date _____

Program Director Signature and Date _____