



Faculty Departure Checklist

Outline all space occupied.

Contact Office of Sponsored Programs (OSP) osp@une.edu to relinquish equipment to new institution if funded by grant.

Contact OSP to determine if an MTA (Material Transfer Agreement) is needed.

Place work orders for the removal of decontaminated equipment to other laboratories or for inventory/disposal.

Submit ticket with ITS to re-image devices.

Alert OSP at least 60 days prior to the faculty member's last day of all grants, agreements, and subcontracts that will need to be transferred or closed out.

facerneedological,SPq

Contact EHS for:

- Certificates of Decontamination for equipment and laboratory
- Disposal of hazardous waste
- Proper labeling of all hazardous materials that will not be disposed
- Shipping/transport of chemical, biological, or radioactive materials to another institution.