

**CHEMICAL ENGINEERING DEPARTMENT
PHD/SCD/PHDCEP/MS STUDENT DEPARTURE FORM**

NAME: _____

ROOM NUMBER: _____

PHONE NUMBER: _____

DATE: _____

1. Office and/or laboratory space is in satisfactory condition. All chemicals are under my care.

_____ Research Advisor(s)

2. Final Date of Support by Research Advisor: _____

Research Advisor's Initials: _____

3. Laboratory space is in satisfactory condition:

a) All chemicals (whether the bottles are opened or unopened), all wastes, and all samples must either be removed from your laboratory and properly disposed of, or someone else (your advisor, another student, or lab mate) must sign this form indicating that he/she accepts all chemicals, wastes and samples left in your laboratory.

b) Boxes, junk, etc. have been discarded.

c) Laboratory is orderly and clean

Chris Monaco (room 66-371, monacoc@mit.edu)
or Brian Smith (66-471, 3-6238, or bssmith@mit.edu)

4. All keys and materials borrowed from the Chemical Engineering Department have been returned.
Yes ____ No ____*

Group Administrative Assistant

5. Returned Credit Card: _____

Group Administrative Assistant

***Keys are not being returned at this time because student is staying in the department for _____ months as _____ (postdoc or on voucher payroll) working with Prof. _____.**