



Employee Name:	Employee Number:	Division/Department:	Supervisor:
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STEP 1: It is the responsibility of the supervisor to meet with the exiting employee and ensure the appropriate transfer and/or return of the following items prior to the exiting employee's Exit Appointment with HR. It is encouraged that the supervisor conducts a walk-through of the exiting employee's work/lab space(s) while completing this checkout sheet. If the exiting employee is unable to participate in completing this document, the supervisor is still responsible for completing and taking all applicable actions.

NOTE: As part of the exit process, HR will check to see if repayments are owed by the employee. If so, the employee will be contacted to make arrangements accordingly. Repayments may apply for: Tuition Advances, Hire or Retention Bonus, Relocation Assistance, Professional Research or Teaching Leave, Professional Renewal Leave.

Contacts and Resources are provided if you have questions.

Items / Action Required	Completed			Contacts and Resources
	Yes	No	N/A	
LBNL Keys: All keys returned to the Protective Services Lock Shop or transferred?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Protective Services Lock Shop, x7668, Mailstop 76R0225: https://keyservices.lbl.gov/general/home.aspx
Mobile Phone, iPad, Calling Card, Pager returned to Telephone Services? ReadyTalk account and VoiceMail-only option closed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Telephone Services (maintains a list of people with Laboratory phones, ReadyTalk numbers, etc.), Mailstop 50E0101, tsc@lbl.gov
Accounts for Ethernet and Carbonite are closed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IT Services (maintains a list of people with ethernet connections, Carbonite, etc.), tsc@lbl.gov
LBNL equipment and property with a DOE barcode are turned-in or transferred and cleared?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Division Property Representative: procurement.lbl.gov/welcome-to-procurement-property/property-management/division-property-reps-coordinators/ • Obtain the Sunflower property list to review from: https://ams.lbl.gov:7778/snflwr_lbln/reports.html
Lab space, samples, and non-barcode equipment, property (e.g. ergonomic furniture and computer accessories, etc.) and responsibilities are transferred and cleared?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Consult with Division Safety Coordinator: www2.lbl.gov/ehs/directory/ • Consult with Division Property Representative: procurement.lbl.gov/welcome-to-procurement-property/property-management/division-property-reps-coordinators/
Precious metals and controlled substances are transferred and cleared?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Division Property Representative: procurement.lbl.gov/welcome-to-procurement-property/property-management/division-property-reps-coordinators/ • Consult with Procurement and Property Management contact: procurement.lbl.gov/welcome-to-procurement-property/property-management/property-management-contacts/
Dosimeter returned to Dosimetry Office?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Environment, Health, and Safety (EHS) Dosimetry Office, x7497, Mailstop 075-0123: www2.lbl.gov/ehs/rpg/dosimetry/index.shtml
Chemical inventory ownership is transferred and cleared? Supervisor updated Chemical Management System (CMS)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Chemical Management System (CMS): cms.lbl.gov • Consult with the Division Safety Coordinator: www2.lbl.gov/ehs/directory/
All hazardous samples and unwanted chemicals have been properly disposed of or transferred to another researcher's ownership? Hazardous Waste Disposal requisition submitted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Hazardous Waste System: wastereq.lbl.gov • Consult with the Division Safety Coordinator: www2.lbl.gov/ehs/directory/
Personal Protective Equipment (PPE) such as respiratory protection, fall protection, hearing protection & etc is returned?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Consult with the Division Safety Coordinator: www2.lbl.gov/ehs/directory/
All radiological responsibilities (materials, authorizations, approval authorities, instruments, labels, containers, posted areas) have been transferred or terminated with EHS?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • EH&S Radiation Protection Group (RPG), x7277 www2.lbl.gov/ehs/rpg/index.shtml • Consult with the Division Safety Coordinator: www2.lbl.gov/ehs/directory/
Hazardous, radioactive, and mixed waste responsibility are transferred and cleared?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Hazardous Waste System: wastereq.lbl.gov • Consult with the Division Safety Coordinator: www2.lbl.gov/ehs/directory/ • EH&S Radiation Protection Group (RPG), x7277 www2.lbl.gov/ehs/rpg/index.shtml
Termination Medical Exam (Optional) Offer employee a termination medical exam. Available through Health Services.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Call Health Services to book an appointment, x6266.



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	Yes	No	N/A	
Litigation Hold Documents Does the exiting employee have any documents, electronic (including e-mail) or hard copies that are subject to a "litigation hold"? If so: • Has the employee advised the supervisor/manager that this material must be retained? • Has Lab Counsel been advised of the employee's exit and the documents that need to be retained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lab Counsel's Office, x7026
Paper records, including research notebooks, transferred to Archives and Records Office or to supervisor where appropriate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Archive and Records Office, x5525, or aro@lbl.gov commons.lbl.gov/display/aro/Archives+and+Records
Electronic files transferred to supervisor or other staff as appropriate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IT Division: go.lbl.gov/leaving
Proprietary, Official Use Only (OUO), or export controlled information, including materials and records secured or transferred appropriately?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	For employees with this data, review: commons.lbl.gov/display/rpm2/Controlled+and+Prohibited+Information+Categories
Travel reimbursements completed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Travel Office, x4500 or travelhelp@lbl.gov travel.lbl.gov/contacts.html
Corporate Credit Card (VISA): account closed and card destroyed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Travel Office, x4500 or TravelCard@lbl.gov travel.lbl.gov/credit_card/index.html
PCard: credit card and records returned to Procurement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Procurement Service Center, x6400 or procurementhelp@lbl.gov
Berkeley Lab library books returned?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Berkeley Lab Library, x5621 or library@lbl.gov
UC Library card & books returned?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contact the appropriate campus library
For Supervisor/Manager Positions: Direct reports have been re-assigned to a new supervisor/manager?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	• Division Department Head/Group Leader or Division Director • HR Division Contact: commons.lbl.gov/display/hr/Contact+HR

Notes:

The above items have been reviewed, discussed, returned and/or transferred as appropriate. I certify that the information above is correct to the best of my knowledge.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

STEP 2: Exiting employee complete the [LBNL Online Exit Survey](#)

Send the **Termination Medical Questionnaire Form** (sent with your exit instructions email) to Health Services at MS#26R0143

STEP 3: Bring the following items to your exit appointment with HR (if applicable):

- Laboratory ID Badge
- Parking Permit (if applicable)
- Exit Checkout Sheet with employee's and supervisor's signatures

NOTE: If you do not meet with HR for an exit appointment, return these items to your supervisor.

Exit Appointment Date and Time: _____ Location: _____

Completed by HR			
Final Pay check distribution:	<input type="checkbox"/> Exit Appointment	<input type="checkbox"/> Mail	<input type="checkbox"/> Direct Deposit
Collected items:	ID Badge? <input type="checkbox"/> Yes <input type="checkbox"/> No	Parking permit? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
If ID Badge not collected at exit appointment, how will it be recovered?			
HR Signature:	Date:		