



STANDARD OPERATING PROCEDURE: Offboarding the Department of Chemistry

1. Purpose:

To provide step by step guidance on what to do when someone is permanently leaving the Department of Chemistry.

2. Scope:

Applies to all faculty, staff, and students, who are either leaving themselves, or know of someone under their supervision leaving the Department of Chemistry.

3. Prerequisites:

N/A

4. Responsibilities:

It is the responsibility of all faculty, staff, and students to follow the procedures described in this SOP every time they have someone under their supervision, or when they themselves are permanently leaving the Department of Chemistry.

5. Personal Protection Equipment (PPE):

As required when handling hazardous materials.

6. Procedure:

Procedure for Principal Investigators when someone under their supervision is leaving:

- 1) Inform chem.safety@utoronto.ca of the name of the personnel, under their supervision, leaving the Department of Chemistry and their last day at the Department of Chemistry.
- 2) Update all relevant records (ex. Biosafety permit, Radioactive work permit).
- 3) Ensure that the person leaving follows the checklist below.

Procedure for Faculty, Staff and Students leaving: Checklist

- 1) On the last day, before leaving the Department of Chemistry, the personnel must return the keys [Key Return SOP](#).
- 2) On the last day, before leaving the Department of Chemistry, the personnel must return the keys [Key Return SOP](#).
- 3) The personnel must:
 - i) Vacate their lab bench and all other belongings (including any chemical/biological samples, solutions, and media)
 - ii) Dispose of any chemical waste, expired solutions, expired chemicals following the [Biohazard Waste Disposal SOP](#).
 - iii) Transfer accurate inventories of biohazardous group 2 stocks, if applicable.
 - iv) Following your research group data management plan, transfer all relevant datasets to the appropriate person.

Procedure for Faculty leaving the department:

- 1) Complete the [lab decommissioning form](#).
- 2) Contact chem.safety@utoronto.ca if you require assistance.