

BIRCK NANOTECHNOLOGY CENTER OFFBOARDING CHECKLIST

- Inform supervisor or PI of expected departure date and schedule de-briefing
- Schedule transferal and/or disposal of chemicals
- Turn in cleanroom tote
- Clean all items from desk and office. Consult with PI / group members / supervisor regarding transferal of computers, tools and samples
- Turn in keys to BRK 1220 and leave forwarding email