

Graduate Student Check-Out List

Student Name		Student ID Number
Degree	Program	Date
MS PHD		

ON-CAMPUS PROGRAMS

Department	<input type="checkbox"/> Application for Degree Completed / Approved	
	<input type="checkbox"/> Academic Coursework Complete (GPA > 3.0, no deficiencies or incompletes)	
	<input type="checkbox"/> Physical space Checkout: Office space clean, supplies returned	
	<input type="checkbox"/> Lab Check out: Equipment returned; Waste has been properly disposed	
		Department Head or Advisor Signature Date
Physical Plant	<input type="checkbox"/> Keys Returned	
		Physical Plant Office Signature Date
Library	<input type="checkbox"/> Books / Special media returned	
		Library Staff Signature Date
Graduate School	<input type="checkbox"/> Graduate Product Complete <ul style="list-style-type: none"> • Format approved (pre-check recommended) • PD final product submitted • Signature page submittedPublication agreement 	
	<input type="checkbox"/> Rubric completed	
		Graduate School Staff Signature Date

DISTANCE PROGRAMS (MIHP, MPEM, MENG)

This checklist is for student reference only; A list of all graduating students will be routed electronically for automated bulk approval.

Department <i>(Grad School sends list of all graduating students to Department representative; Department checks all students and returns list of approved)</i>	<input type="checkbox"/> Application for Degree Completed / Approved	
	<input type="checkbox"/> Academic Coursework Complete (GPA > 3.0, no deficiencies or incompletes)	
	<input type="checkbox"/> Comprehensive / Final Report/ Final Exaination	
	<input type="checkbox"/> Exit Survey Submitted (MIHP only)	
		To be routed and approved electronically
Graduate School <i>(Department routes full list of students meeting above criteria to GS)</i>	<input type="checkbox"/> Graduate Product: Signature Page Submitted; Added to Student Record	
	<input type="checkbox"/> Rubric completed	
		To be routed and approved electronically

Graduate Student Hazardous Waste Checkout Form

Does not need to be returned to Graduate School, unless required by your department.

Student Name:	Title:
ID #:	Building & Room #:

Chemicals:

- Check all cabinets, benches, fume hoods, refrigerators, etc
- Evaluate all chemicals and label all containers
- Transfer responsibility of chemicals to: _____
- Evaluate all samples and label all containers
- Transfer responsibility of samples to: _____
- Prepare chemical waste for shipment
- Submit Montana Hazardous Materials Manifest form to EHS
- Confirm that hazardous waste has been removed
- Clean laboratory surfaces

Date Completed or N/A

Gas Cylinders:

- Return to supplier: _____
- Or transfer responsibility to: _____

Microorganisms and Cultures:

- Autoclave waste
- Disposed of waste in proper manner
- Clean incubators, ovens, and refrigerators
- Transfer responsibility of samples to: _____

Controlled Substances:

- Contact U.S. Drug Enforcement Agency regarding status of permit
- Arrange for disposal by calling EHS

Animal Tissue:

- Dispose of tissue. Method: _____
- Dispose of preservative. Method: _____
- Clean refrigerators and freezers
- Transfer responsibility of samples to: _____

Equipment:

- Clean or decontaminate equipment to be left in place
- Contact EHS regarding disposal of equipment

Shared Storage Areas:

- Check all shared storage areas for hazardous materials

Signatures:

Researcher:	Date:
Department Head:	
EHS Director:	
Account to be charged for disposal:	

Graduate Student Lab Checkout Form

Does not need to be returned to Graduate School, unless required by your department.

Student Name:	ID #:
Major:	Option:
Graduation Date:	Email:

Each graduate student is responsible for the disposal of all hazardous waste created during their activities at Montana Tech and for the return of all unused chemicals to their department. Improper disposal or abandonment of wastes can result in penalties to the college and/or the individual, ranging from warnings to imprisonment and fines up to \$25,000 per day for each offense. The Environmental, Health and Safety Director will conduct a walk-through inspection of the laboratory area to ensure that all wastes have been handles properly. Graduation may be delayed if a problem exists.

Signatures:

The work space assigned to the above student has been inspected and found to be free of hazardous waste.

Student:	Date:
Advisor:	Date:
EHS Director:	Date:
Additional Comments:	