

Section 10: Lab Checkout

Lab checkout is conducted by a UTIA Safety Office representative at the time of an employee's exit from the university. The UT "Release of Final Paycheck" form is provided by Human Resources and is required at the time of lab checkout.

The UTIA Safety Office's main interest during a lab checkout is that wastes, equipment and leftover chemicals do not become lost in the shuffle.

This document informs exiting personnel of what needs to be done before they leave. If this is planned for, there need be no problems with the employee's exit from the University. This paperwork, if filled out in a timely manner without issues, will allow the final paycheck to come through.