NON-EMPLOYEE TERMINATION CHECKLIST
(GNST & NST Divisions)

Supervisors/Mentors are responsible for ensuring that all non-employees (subcontractors & ORISE students/postdocs) complete the following checkout process for proper clearance of company-owned items assigned to them.

NAME Last	First	Middle	BADGE NO.	DATE OF TERMINATION

HOME ADDRESS

1. CAPITAL EQUIPMENT You are responsible for ADP equipment (e.g., printers, monitors, CPUs, external disk drives, modems, plotters) assigned to you. If such property is assigned to you, please contact your group secretary to transfer responsibility through PRISM.	***Obtain Signature or Attach Email Approval from Group Secretary or Attach Inventory Confirmation via ePROP.***
2. KEYS/LOCKS All facility (Best) keys/locks in your possession and/or assigned to you must be accountable to the ORNL Locksmith. Nancy Holcombe, Bldg. 1503, Rm 8, 574-1045, will assist you in ensuring that all keys/locks are properly documented and accountability is transferred.	***Obtain Signature or Attach Email Approval from holcombene@ornl.gov (Nancy Holcombe).***
3. LABORATORY RECORDS Return to Laboratory Records any manuals, notebooks (both numbered and unnumbered), documents, and other materials assigned to you. Contact Lab Records, Bldg. 4500N, 2nd Floor, Rm. H205, 574-6767, for assistance.	***Obtain Signature or Attach Email Approval from pointermh@ornl.gov and cc*** *lcr@ornl.gov and ogz@ornl.gov .*
4. LIBRARY Return all books that are charged to you. Contact Larkee Moore, Bldg. 4500N, Rm. 199, 574-6724, for assistance.	***Obtain Signature or Attach Email Approval from Libcirc@ornl.gov.***
6. BADGE / DOSIMETER / PROXIMITY Card *** Your badge is U.S. Government Property *** You are responsible for turning in your badge, dosimeter, and proximity card to Anne Holder, Bldg. 5700, Room I102-B, before you leave on your last day of work at ORNL or call 241-4943 to make arrangements.	***Obtain Signature Approval from Anne Holder.***

COMPLETED:

_____
Name of Non-employee Date

(**Mandatory Signature**)

_____
Supervisor/Host Date

****Please return this form with your badge to Anne Holder, Bldg. 5700, Rm. I-102B, MS-6153 (241-4943)****

NOTE: If a section does not pertain to the non-employee and the supervisor/mentor is positive that the subject (keys, capital equipment, etc.) is not applicable then N/A can be entered in the box and initialed by the supervisor/mentor.

(Revised 8/24/09)