

# BIOPHARMATRIX: TENANT ONBOARDING & EXIT CHECKLIST

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Tenant Name: \_\_\_\_\_ Organization: \_\_\_\_\_  
Effective Date: \_\_\_\_\_ Lab Space Assigned: \_\_\_\_\_

## Part A: Onboarding (Day 1 - Week 1)

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- **Facility Orientation:** Building access, emergency exits, and safety equipment locations.
- **SOP Acknowledgment:** Tenant has read and signed the Operational SOP Manual.
- **Safety Training:** Completion of BSL-2, Bloodborne Pathogens, and Chemical Safety training.
- **Equipment Training:** Demonstration of competency on shared instruments (Autoclave, BSC).
- **Waste Protocols:** Training on biological, chemical, and sharps waste segregation.
- **Contact Info:** Emergency contact info added to the master list.
- **Key/Badge Issuance:** Badge # \_\_\_\_\_ issued and access permissions verified.

## Part B: Exit (Final 48 Hours)

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- **Bench Clearing:** All equipment and materials removed from assigned bench space.
- **Decontamination:** Surface decontamination (10% bleach/70% ethanol) of all surfaces.
- **Sample Removal:** All biological samples removed from shared freezers/fridges.
- **Waste Disposal:** Final disposal of all biological and chemical waste generated.
- **Common Area Cleanup:** Removal of items from common shelves, drawers, and TC rooms.
- **Badge Return:** Key/Badge # \_\_\_\_\_ returned and deactivated.
- **Final Walkthrough:** Inspection performed by Director of PCBL.

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Director Approval (Onboarding): \_\_\_\_\_ Date: \_\_\_\_\_  
Director Approval (Exit): \_\_\_\_\_ Date: \_\_\_\_\_