

## UMBI Separation Clearance Form

### Personal Information

UID: \_\_\_\_\_ Visa Status: H1/J1 (Please Circle One) Date: \_\_\_\_\_  
 Last Name: \_\_\_\_\_ First: \_\_\_\_\_ M.I.: \_\_\_\_\_  
 Job Title: \_\_\_\_\_ Position #: \_\_\_\_\_ Salary: Annual/Hourly \_\_\_\_\_ Unit: \_\_\_\_\_  
 Supervisor: \_\_\_\_\_ Account: \_\_\_\_\_  
 Employment Start Date: \_\_\_\_\_ Last Date Worked: \_\_\_\_\_ Termination Date: \_\_\_\_\_  
 Service Was:     Satisfactory     Unsatisfactory     Recommended for Future Employment:     Yes     No  
 Eligible for Unemployment:     Yes     No

### Termination Reason

Terminated for: \_\_\_\_\_

**NOTE:** The effective date of Termination is the last day worked. Please review University policy on effective date of termination in the event of illness, retirement, or faculty employment. All payments for unused annual leave, holidays and compensatory time will be paid no later than the 2nd pay period after the termination date is entered into PHR.

### Space Clearance

Office/Lab Room #: \_\_\_\_\_

### Initial Below As Appropriate

Property	Yes	No	N/A	Notes
Lab Notebooks Returned				
Procurement Card Returned				

Information Technology	Yes	No	N/A	Notes
Password(s) terminated				
Home Authorized Property Returned				
Network Logon Terminated				
IT Property Returned (specify)				

Telecommunications	Yes	No	N/A	Notes
Pager Returned				
Voicemail Password Reported or Reset				
Calling Card Returned				
Cell Phone Returned				

Human Resources/Payroll	Yes	No	N/A	Notes
Disposition of Final Paycheck/Timesheet				
COBRA Benefits Explained				
Parking Card/Hanger Returned				
Keys Returned				
ID/Access Card Returned				

### Forwarding Information

Address: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 New Employer: \_\_\_\_\_

**I certify that the information stated above is accurate, complete, and was made in accordance with all applicable UMBI and USM Policies.**

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Unit HR Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Dept. Head Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Central HR Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE: Attach Leave Balance Summary and Resignation Letter**

<b>Notes</b>
Space Clearance:
Property:
Information Technology Clearance:
Telecommunications Clearance:
Human Resources:

<b>Research &amp; Development</b>	<b>Initial Below As Appropriate</b>			
	Date	Yes	No	N/A
A Clear Date the PI Stopped Work at UMBI				
Technical Report(s)				
Invention Statements(s)				
Property Reports				
Effort Reports				
Disposition of Property Purchased Under Sponsored Awards				
Grant & Contract Close-out				
Transfer or Termination of:				
Institutional Review Board (IRB) {Research with Human Subjects }				
Institutional Animal Care and Use Committee (IACUC)				
Institutional Biosafety Committee (IBC)				
MTA's & CDA's				
Communication to ORD to Resolve Outstanding:				
Material Transfer Agreements (MTA's)				
Confidential Disclosure Agreements (CDA's)				
Invention Disclosure Forms (IDF's)				
Memorandum of Understanding (MOU's)				
Requests Such as Waiver Letters				
Confirm Patents or Licenses				
Disclosure of all Inventions				
<b>Safety Clearance</b>	<b>Initial Below As Appropriate</b>			
	Yes	No	N/A	
Chemical Materials Removed/Transferred				
Biological Materials Removed/Transferred				
Radiological Materials & Pigs Removed/Transferred				
Sharps Removed from Drawers, Cabinets, Table Tops, etc.				
Freezer(s) & Refrigerator(s) Inventoried & Unwanted Materials Discarded				
Radioactive, Biohazard, and Hazmat Labels Removed				
Glassware Cleaned & Sanitized				
Autoclaving of Materials Completed				
Lab Property Inventory Complete				
Laboratory Clearance				
Radiation Authorized User Closed				
Dosimetry Badge Returned				
Date of Final Report				

Reference: VII-12.00 UMBI Policy and Procedure for Clearance Upon Separation  
<http://umbi.umd.edu/policies-procedures/images/vii-1200.pdf>