

When you are leaving the Lee Lab for good, here is the checklist for what you will need to do. Failure to do so will result in bad feelings for a long time to come as well as delays in manuscript preparation, graduation etc.

- 1) Contact information electronic version please
- 2) Keys return to the appropriate authority
- 3) Labcoats clean and return, the next user will greatly appreciate it
- 4) Notebooks
 1. Each volume must have inclusive dates on the back of the binder and your name
 2. Each volume has to have a Table of Contents
 3. Notes and data must be organized and inserted in the appropriate places
 4. Lab notes stay with the lab. If you want to take with you certain pages, make xeroxes (but please exercise judgement. Each page costs something like 10 cents).
- 5) Journal papers
 1. Leave hard copies in the lab for the next person
 2. If you want to bring copies, make a CD for pdfs
 3. Organize your papers and place in manila folders that are labelled
- 6) Protocols
 1. protocols for which there are electronic versions available on the lab computer, there is no need to make copies;
 2. protocols that someone emailed you, make sure you leave an electronic version on the lab computer
 3. protocols for which there is only one hard copy (e.g. those that you xeroxed from library books or obtained otherwise), leave a hard copy behind in the lab
 4. please prepare electronic versions of protocols that you developed. This way, you will be acknowledged in future publications from the lab
- 7) Computer files
 1. delete any temporary files
 2. organize your files into folders so that they are easily retrievable (data files, photoshop files, journal club presentations etc.)

3. leave a copy of presentations behind on the computer (organized according to what they are for)
4. microscopy files - folders for these must be clearly labeled with the date, experimental objective
5. any email that contains relevant material for the lab (responses from investigators regarding reagents, DNA sequence files, sequence data from the core, etc.) leave a copy on the lab computer

8) Plasmid constructs

1. make sure these have been entered into the log book according to the header groupings
2. if this is a home made construct, prepare a plasmid map and indicate the method of construction
3. prepare an electronic version in DNA stridor

9) Reagents

Make an inventory of your reagents in each location

4 deg cold box

cold room

-20 freezer (lab and core)

-80 freezer

liquid nitrogen

1. Go through each box and make sure that every tube is dated and labeled;
2. Consolidate boxes and label each box
3. Discard cellular lysates that obviously did not work but save others (lysates stored properly will work for several years)
4. DNA tubes - date, label, concentration, TC or not
5. Cell lines - make sure the log clearly indicates what these are, bad hand writing will mean someone else will waste a lot of time trying to figure out what they are

10) Lab Bench

Please go through and clean out things that no one else will find useful

Thank you very much. I hope that your tenure in the Lee Lab was a productive experience! Keep in touch.