

Last Name: _____

Plaxco Group Move-Out Procedure & Checklist

You must notify the PI and the laboratory Safety Coordinator of your move-out date **at least 1 week before you leave**. When you give your notice, the Safety Coordinator will help you identify all items that must be removed, cleaned, and/or labeled prior to leaving. A general checklist of tasks that must be completed is included on the second page. **At least one day prior** to departure you must meet with the Safety Coordinator and the PI to verify that you have completed these important procedures, and complete this signature sheet.

Note that it usually **takes at least 3 full days** to complete this procedure. Please plan accordingly. Failure to diligently complete these tasks is a serious safety violation that jeopardizes your co-workers and is extremely unprofessional. Such unprofessional behavior is unacceptable and will be reported as such to potential future employers.

I, _____ acknowledge that it is my responsibility to clean my laboratory space prior to leaving the group, including my bench, refrigerator space, freezer space, and any reagents or samples left at any instrument. I understand that this may take up to 3 days to complete, and will allow for this in my schedule.

My leaving date is _____. I understand that I must meet with the Safety Coordinator and the PI by _____.

leaving member signature date _____
Safety Coordinator signature date

To the best of my abilities I have completed the checklist by cleaning my lab spaces, labeling samples, and have left nothing for future group members to clean up. I have worked with the Safety Coordinator to ensure all my waste was properly disposed, and can leave without consequence.

leaving member signature date _____
Kevin's signature date

Safety Coordinator signature date

SHIPPING ADDRESS: (Please provide if you are anticipating any items to be shipped to you).

Who to ship to
Address Line 1
Address Line 2
Address Line 3 (optional)
City, Country, Postal Code
Phone Number

1. **All samples must be properly dealt with**
 - a. **All old samples must be properly disposed**
 - b. Any samples that absolutely must be kept in the lab must have a **label** indicating exactly what they are (date, composition, reference to your lab notebook page, received information page, initials). **These samples must be given to a current group member for storage.**
 - c. If there is no lab member who will take responsibility for your samples, you are **not allowed** to leave samples in the lab without the expressed, written permission of the PI.
2. **All personal chemicals must be entered into the group chemical inventory and placed in the appropriate shelves.**
 - a. Please dispose appropriately of any chemicals that are dangerous to store (i.e., peroxides) or entrust their safe storage to a current group member.
 - b. If you need help putting your reagents away, feel free to ask fellow lab members but remember this is a favor and should be treated accordingly.
 - c. You must enter your reagents into the chemical inventory located in the Plaxco group folder on Dropbox. Include the size of bottle, and if flammable, approximate volume left.
3. **All supplies must be returned to appropriate storage location**
 - a. Thoroughly **clean all glassware** in your possession and **return to the group glassware collections.**
 - b. **Return any tools** in your area to the group toolbox.
 - c. Remove all contents from your personal drawers and return items to **group storage** or other current group members. Remove your name label from drawers.
4. **Your areas must be cleaned**
 - a. Wipe down drawers, countertops and shelving with isopropyl alcohol and paper towels. **If you have conducted work with biohazards you must bleach your bench.**
 - b. Thoroughly clean any hood space, fridges, freezers, and potentiostats that you have used during your time here.
 - c. Clean all common lab space (counters, scales, centrifuges, potentiostats, UV/Vis, CD, Stop-flow, etc) for any messes you may have made.
 - d. Clean your desk/office space. Recycle all old papers or journals or specifically give them to another lab member. Remove all personal belongings, and clean out drawers and file folder cabinets.
 - e. Remove **any food** from the lab food fridge in the student office. If you have made any messes, **wipe them up.**
5. **You must deal with all your data**
 - a. Remove all data from common lab computers. Back-up important data to CDs or jump drives and deposit with your lab notebook in the designated lab location.
 - b. Clearly label and deposit your lab notebooks and backed-up data in the designated lab location.
6. **If you are the last person to be trained on an instrument, you must train a current member to take over your responsibility on that instrument.**
7. **Provide a new e-mail address for which you can be reached for at least 6 months after leaving to the website person. Any additional information, (i.e., where you are going and your position) is helpful when adding you to the alumni section.**
8. **Check with the current Safety Coordinator and the PI that these requirements have been met. Report any issues that you do not know how to deal with.**
9. **Meet with PI after you have completed cleaning to overview this process.**