

## Exiting Student/Staff Checklist

Your time in the lab has come to an end. As you prepare to leave the lab, it is important that what you leave behind be easy to locate and in an understandable format. To aid in your successful completion of this task, please go through this list and carefully assess/organize what has been specified. If you need any assistance, you should check with Martin, Kathryn, a technician or a supervising student.

- All your computer files should be well-organized, saved and backed-up on the server. The file path should be included here (e.g., //cornell.edu/ag/FOOD/FOOD-Labs/BoorWiedmannLab/netID”):  

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- Go through your cold room storage space. Discard old plates, old enrichments, expired media and/or reagents in the appropriate manner. If you think something needs to be kept, ask!
- Clean out your desk. Take your personal items, return usable supplies to lab stock and discard useless paperwork.
- Clean out your bench space. Empty old reagents in an appropriate manner and remove tape. Go through your drawers and leave the area clean.
- Go through your -20 freezer space. All boxes should be clearly labeled and organized. If you have been working with a supervising lab member, that person should go through the boxes with you.
- Go through your -80 freezer boxes. All boxes should be clearly labeled, organized and logged into Food Microbe Tracker. RNA collections are not stored long term.
- Every isolate or strain you generated or obtained from another lab must have been assigned a FSL ID #, which must be entered in Food Microbe Tracker. Any information that you have for the isolate must be logged appropriately; this includes sequencing information, references, and storage information.
- All lab books should be in order and clearly labeled with your full name. If there were any binders associated with your research, they too should be in order and noted in your lab notebook. All lab books and binders remain in lab as permanent research records.
- Leave your future contact information with the lab and here:  
Email \_\_\_\_\_  
Phone \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_
- Graduate student – turn in thesis. Staff – turn in resignation letter.
- Return this form to Martin before you leave (he adds it to your file).