

Gupta Lab Departure general Check-List
(For students and staff leaving permanently or for an extended period of time)

Supervisor/Lab Manager

Lab personnel

Name: _____

Name: _____

Signature: _____

Signature: _____

Action item	Status	Date	Initials (PI/LM)	Initials (personnel)
Are pending experiments completed?	Initial: Final:			
Manuscripts in prep	Initial: Final:			
Provide hard & soft copies of original research data, as well as updated lab notebooks	Initial: Final:			
Hard and soft copy of thesis/final report	Initial: Final:			
Dispose of reagents and samples no longer of use	Initial: Final:			
Clean all glassware and return to proper location	Initial: Final:			
Clean your work area including: bench, hood, communal, etc.	Initial: Final:			
Check communal areas (refrigerators, cold rooms, hoods, freezers, etc.) for any misplaced samples	Initial: Final:			
Provide locations of all important reagents (DNA, bio samples, etc.) in an organized soft copy form	Initial: Final:			
Status of reagents/strains in database – completed?	Initial: Final:			
Handover any unused reagents/samples to the lab	Initial: Final:			
Provide all used protocols in soft/hard copies	Initial: Final:			
Return borrowed books, notes, lab-coats, pipettes, instruments, etc.	Initial: Final:			
Review lab responsibilities with PI, and ensure remaining lab member(s) have been properly trained	Initial: Final:			
Return lab and building access keys	Initial: Final:			
Provide forwarding information and contact email/phone	Initial: Final:			
Meet w/ PI to review checklist and final status	Initial: Final:			