

Protocol for leaving the Reynolds lab

1. Empty -20 shelf space.
2. Archive the following as needed.
 - A. Any DNA constructs not already in the Laboratory Constructs Archive.
 - B. Any vectors not in vector database.
 - C. Any special chemicals/reagents unique to your project.
 - D. Any protein that you feel needs to be kept.
 - E. Glycerol stock of any cell lines that are unique to your project and are not in Cell Line database
 - F. Any oligos that you have ordered.
 - G. Oligo plates with corresponding hardcopy printout from vendor.

I do not need or want intermediate DNA fragments, PCR products, ligations, protein samples, etc unless otherwise noted by Kim. Discard all non-essential items.
3. Empty -80 freezer space as follows:
 - A. Consolidate your -80 boxes to as few as possible since these will go into the -80 archive freezer. I need detailed printouts of what is in each box.
 - B. Discard any competent cell lines that you may have made for your own personal use.

The goal here is to have all -80 freezer boxes empty.
4. Bench cleanup:
 - A. Discard all solution bottles and place in glass wash.
 - B. Discard any trash, Styrofoam trays, etc.
 - C. Empty all drawers of their contents. Unused supplies (e.g. gloves, pipettes, conical tubes, etc.) should be placed back in their proper lab storage areas.
 - D. Empty your under counter refrigerator of all plates, solutions, etc.
 - E. Any lab hardware (e.g. eppendorf racks, test tube racks, etc) needs to be placed back in their proper lab storage areas.
 - F. Any pencils, pens, sharpies, tape dispensers, etc. returned to office supply drawer
 - G. Any miscellaneous items can be left on top of bench so that lab members can come by and take if they want.
 - H. Return Pipetmen to Chris.
 - I. Clean bench and desk surfaces with spray cleaner.

5. Data and lab notebooks
 - A. Backup all data files (e.g. gel images, sequence files, m-files, protocols, etc.) onto the bioHPC shared workspace. Please try to backup in a logical manner.
 - B. Collect all lab notebooks, pads, etc that contain your work/data. All of the above should be placed in one or more file boxes that Chris will provide.
 - C. Change password on your computer to no password so that we can access it if necessary.
 - D. Discard all printouts of science papers that you may have.

6. Coldroom:
 - A. Discard all plates, and solutions that are stored there.

7. Check out with Chris to make sure that all of the above has been completed. You will also need to return any keys provided to you.