

Protocol for leaving the Reynolds lab.

Your contributions are valuable! Leaving the lab well ensures that your reagents, materials and space can be readily used by others. In some cases, properly transmitting your knowledge and reagents can be a key step towards ensuring authorship on future papers.

1. **If you are staff, you need to submit a resignation letter with your last day indicated to Rebekah Craig.**
2. **Archive the following in the lab google sheet and locked archive** (see additional archiving instructions):
 - a. DNA constructs/vectors. These should be stocked both as purified plasmid, and a glycerol stock in a cloning strain (i.e. XL1Blue). Plasmid maps should be attached for ALL vectors
 - b. Glycerol stocks of any cell lines that are unique to your project and are not already in the lab database
 - c. Any oligo pools or complex oligo libraries you may have created.
 - d. Any final samples for next gen sequencing.

Do NOT keep intermediate DNA fragments, PCR products, ligations, protein samples, etc. unless specifically noted by Kim or Chris. Discard all non-essential items.

Other useful reagents (purified protein, cell pellets, buffers) should be given to lab members that are taking over your project.

3. **Empty -20 shelf space** – all unique reagents should be archived, any remaining stocks of dNTPs, buffers, etc, can be returned/consolidated to the microtube racks on the “lab reagents” shelf of the -20.
4. **Empty 4C storage** – coldroom and under-bench refrigerators. Discard all plates (remember, all strains should be archived), and solutions that are stored there.
5. **Empty -80 freezer space** - All reagents should be archived (see #1), and competent cell stocks for your personal use should be discarded. The goal here is to have all -80 freezer boxes empty.
6. **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. Any lab hardware (e.g. eppendorf racks, test tube racks, etc) needs to be placed back in their proper lab storage areas.
 - e. Any pencils, pens, sharpies, tape dispensers, etc. returned to office supply drawer
 - f. Clean and return Pipetmen to Chris.
 - g. Clean bench and desk surfaces with spray cleaner.

7. **Data and lab notebooks:**

- a. Each lab member creates a directory in the “shared” folder of our ReynoldsLab biohpc space to archive data. Kim will work with you to develop a plan for what should be kept and how it should be organized.
 - b. Review your Benchling projects with Kim, and make sure all projects include a base-level entry describing project goals, what was achieved, and next steps.
 - c. If you have a lab-issued computer, return this, and communicate the password to us so that we can access it if necessary. Remove any personal data from your computer prior to return
 - d. Discard all printouts of science papers that you may have (don't leave a pile of papers on your desk).
- 8. Return your lab keys to Chris, and badge to the police office (in Bass).**
 - 9. Check out with Chris to make sure that all of the above has been completed.**