

EGL Departing Researcher Checklist

Getting rid of your stuff:

1. Reassign materials within your lab group.

Your PI may expect that certain extractions or supplies that he/she has paid for remain within your lab group. Please discuss your lab departure with your PI first to be clear on which materials you can take with you and which should remain in the EGL. Items that are remaining should be reassigned to another member of the lab group, relabeled with their name, and moved into their space. Do not just slap someone else's name on your stuff and leave it where it had been – make sure that they know exactly what you are leaving behind.

2. Take it with you.

Reusable styrofoam containers and ice packs are available from the lab for transporting perishable items. Dry ice can be purchased in 4180.

3. Ship it to your next destination.

Please consult with the staff curators of the appropriate collection for guidance on what forms and permits are necessary to get your samples to their destination (Carla Cicero - Birds; Carol Spencer - herps; Chris Conroy - mammals).

4. Throw it out.

For plasticware or typical reactions or lab solutions, just throw them out. However, if you have any toxic chemicals (guanidine thiocyanate solution, formamide, phenol chloroform, many Qiagen kit buffers, etc.) you must discuss disposal options with the lab manager. Do not just leave these behind—you may be responsible for the cost of EH&S disposal. Someone else may want to use these and will take responsibility for them off your hands.

5. The free pile.

The free pile is a great place to get rid of non-perishable lab materials that you no longer need or do not wish to take with you. But you should only “donate” items if they are going to potentially be of use to someone else in the lab. If anything is too old or broken to be of use, just throw it out. Putting chemicals in the free pile to avoid the responsibility of paying for their disposal is strictly forbidden.

6. Make arrangements for future retrieval or shipping.

Under certain rare circumstances, when a researcher does not have a new lab immediately available to accept his or her perishable materials, we will allow materials to be stored in the EGL facilities for a set amount of time. However, you may not just leave samples behind without first consulting with and receiving permission from the lab manager to do so. All items must be consolidated into the 4135 cold room or walk-in. Be sure that the lid of the bin is able to securely close (if not, you must buy an additional bin). Label it with your name and permanent contact information (i.e. *not* your office phone and university e-mail address). We cannot guarantee that unlabeled, unbinned materials will be available upon your return. If you will be returning to retrieve your materials personally, provide us with the likely timing of your return. See page 4 for additional details regarding arranging a shipment of materials to your new institution in the rare, exceptional case that you cannot do this yourself prior to leaving the MVZ.

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Extraction lab:

Supply storage space (4141): Has this space been vacated? Yes

Freezer (4141): Have all your boxes and supplies been removed or reassigned? Yes

Refrigerator (4141): Have all your boxes and supplies been removed or reassigned? Yes

Ultracold freezers (4123 and 4141):

Have any MVZ tissues been returned to the collection? Yes N/A

Have all your boxes and supplies been removed or reassigned? Yes N/A

Walk-in cold room (4135):

Have all your boxes and supplies been removed or reassigned? Yes No

If No, have they been secured in a bin (with latched lid), labeled with your name and contact info, and stored below the counter? Yes

Have you completed arrangements for shipping or retrieving these items at a later time? (see p.4) Yes

Walk-in freezer: (4135A)

Have all your boxes and supplies been removed or reassigned? Yes No

If No, have they been secured in a rubbermaid bin (with latched lid), labeled with your name and contact info, and stored below the counter? Yes

Have you completed arrangements for retrieving or shipping these items at a later time? (see p.4) Yes

Historic DNA extraction lab

Supply storage space (4140): Has this space been vacated? Yes N/A

Freezer (4140): Have all your boxes and supplies been removed or reassigned? Yes N/A

Refrigerator (4140):

Have all your boxes and supplies been removed or reassigned? Yes N/A

Have you made arrangements for the disposal or reassignment of any remaining phenol or chloroform solutions? Yes N/A

4157 ultracold freezer

Have all your boxes or samples been removed from this freezer? Yes No

If No, have you completed arrangements for shipping or retrieving these items at a later time? (see p.4) Yes

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Phenol/Chloroform Hood

Have you made arrangements for the disposal or reassignment of any remaining phenol or chloroform solutions? Yes N/A

Cloning lab

Nanodrop tips: Have these been removed or reassigned? Yes N/A

Supply storage space (4122): Has this space been vacated? Yes N/A

Have all plates in the refrigerator been disposed into a non-medical waste bag and autoclaved? Yes N/A

Have all broths and solutions in the refrigerator and counter been bleached (let sit 10 minutes), rinsed out, and the glassware cleaned? Yes N/A

Freezer: Have all your boxes and supplies been removed or reassigned? Yes N/A

Supply room

Freezer (4166): Have all your primer boxes been removed from the freezer? Yes N/A

Have your solutions in the laminar flow hood been removed, discarded or reassigned? Yes N/A

Post-PCR lab

Supply storage space (4170): Has this space been vacated? Yes

Freezer (4170): Have all your boxes and supplies been removed or reassigned? Yes

3730 plates: Have any remaining 3730 plates in the stack been cleaned (removing formamide waste), washed, and discarded? Yes

Have any agarose gels stored in the cabinets been discarded and the storage box cleaned up? Yes

Walk-in cold room (4165):
Have all your boxes and supplies been removed or reassigned? Yes

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Ethidium Bromide room

Bottle of agarose in 4170A: did you throw away your agarose and clean out the bottle?

Yes N/A

Tips: did you give these to another researcher or leave them out on the counter marked “free”?

Yes N/A

General (all rooms)

Have you returned any supplies that belong to the lab (tube racks, forceps, etc.)?

Yes N/A

Have you spoken with the lab manager about arrangements for any toxic chemicals or solutions: guanidine, Qiagen kit waste, etc?

Yes N/A

Special checklist for those leaving samples behind to be shipped later:

The following information is required in order to send your research materials to you at your new institution:

- A compelling reason why you cannot do this yourself Yes
- Shipping address Yes
- Account number for FedEx or another shipping service Yes
- A time window for when we can ship your materials Yes
- A detailed list of the contents to be shipped. This includes the type of item and number of tubes of each. For tissues or DNA extractions you must also provide the species names and where they were collected. Yes

Verification

Certification that this researcher has completed the Departing Researcher Checklist and is leaving behind only minimal physical traces of her/his time in the lab. This fulfills the Molecular lab section of the Checklist for Departing MVZ students and Postdocs.

Researcher name, and signature:

Lab manager name and signature:

Date: _____