

## CHECK LIST BEFORE LEAVING THE LAB

Name: \_\_\_\_\_

- Lab note book to be handed over to a senior person in charge.
- Raw and processed data backup in the lab server
- Review lab duties with senior person in charge and make sure that others are trained in the protocols
- Protocols neatly typed (including company & catalogue number) both hard copy and e-file back up in the server
- Personal reagent/antibodies stored in 4°, -20° and -80° C should be handed over to a senior person in charge
- Cell culture/plasmid/vector/ lentivirus cryovials (liquid nitrogen&-80° C) handed over to a senior person in charge.
- Samples list (processed and ongoing) – clearly labeled and link (page number) to the Lab notebook/surgery book
- Animal breeding status/genotype data should be reported / handed over to a senior person in charge.
- Clean bench area and return reagents to common areas
- VA keys
- VA badge/ ID card / irradiation badge
- Memo competed and filed with VA to remove from animal protocol
- Memo competed and filed with VA to remove from SRS protocol
- Pager (if applicable)
- Contact phone number and email address
- Luncheon with all the lab members on the last day of work.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Supervisor