

Exit Check-Out List

Undergraduate Student / Graduate Student / Postdoctoral Scholar (circle one)

Name: _____

Please ensure that you have completed **all** of the following prior to officially checking out of the laboratory. You **must** return this form once complete to your PI to finalize the lab check out process. You **must** complete this checkout by your thesis defense or at a date agreed upon with your PI.

Date checkout due: _____ PI initial: _____

☐ All laboratory keys have been returned to Smith 139.

☐ Forwarding address and email address has been provided.

Address: _____

City: _____ State: _____ Zip code: _____

Country: _____

Email address to be used for future correspondence (NOT a @umn.edu email address):

Place of employment if known: _____

☐ Lab journals:

☐ All lab journals have been given to PI. (initial of PI: _____)

☐ All lab journals have been indexed.

☐ Data files:

☐ All data/spectra has been named properly: (*your initials*)-(lab notebook number)-(page number)-(file number/descriptor) [e.g. VCP-01-123-1H NMR].

☐ All data/spectra has been saved in a file (titled "LAST NAME, FI.") to our back-up drive.

☐ All data files have been cross-referenced in appropriate notebook pages.

☐ Electronic files:

☐ All thesis, manuscripts in preparation and published, biweekly reports, powerpoints and pdf of all poster presentations and oral presentations including all group meetings are saved on a folder on the group server (initial of PI: _____)

☐ List of manuscripts in preparation, their current status, and final draft have been handed in to PI. (Initial of PI: _____)

- ☐ All waste has been properly manifested. (initial of person in charge of waste: _____)
- ☐ All samples and chemicals that are no longer needed (i.e. old NMR tubes containing published compounds) have been disposed of appropriately.
- ☐ Glassware in hood and/or on benchtop has been fully cleaned and stored in appropriate location.
- ☐ Benchtop and hood have been completely cleaned. (initial of LSO: _____)
- ☐ Synthetic intermediates and compounds.
- ☐ Synthesized chemicals have been **properly labeled** (initial, lab notebook number and page number, brief name, i.e. [VCP, VCP-01-123, DO3AtBu]) and stored in a secondary container in the appropriate place.
 - ☐ A chemical inventory of synthesized compounds is typed and emailed to the PI, the LSO and the person continuing the project. This inventory must contain:
Chemdraw of compound – short name – lab notebook and page number – amount – conditions (i.e 95% pure) – and storage location.
Initial of PI and LSO: _____
 - ☐ All non-essential intermediates have been disposed of accordingly.
- ☐ Training of person taking over group responsibilities (i.e. taking care of an instrument) have been completed. Initial of LSO: _____

Student/Post-doc Signature: _____

Date: _____

PI Signature: _____

Date: _____