

The following spaces are cleaned out and items are 'given' to other lab members or returned to common storage areas (i.e. epi tube holders to TC room, chemicals to other people or common storage).

- Desk
- Bench: Empty out shelves above your bench and your drawers.  
Verified by: \_\_\_\_\_
- Cold room: Go through drawer and any items on shelves or specialty media.  
Verified by: \_\_\_\_\_
- TC fridge: Go through bin or space – remember your media if on the door.  
Verified by: \_\_\_\_\_
- Chem fridge: Go through bin.  
Verified by: \_\_\_\_\_
- Vacuum oven: Make sure you haven't forgotten anything.  
Verified by: \_\_\_\_\_
- TC freezer: Go through bin.  
Verified by: \_\_\_\_\_
- ULT freezer: Go through your assigned spaces and general storage spaces.  
Verified by: \_\_\_\_\_
- SAAs: All waste tags are filled out and sent out to EHS. There are 2 SAAs on the chemistry side and 1 SAA on the biology side of the lab.  
Verified by: \_\_\_\_\_
- Cell freezer: What cells are you leaving and where are they stored.  
Verified by: \_\_\_\_\_

Pipet numbers are noted below and returned to the person in charge of pipets.

- P20 \_\_\_\_\_ P200 \_\_\_\_\_ P1000 \_\_\_\_\_
- Other pipets:  
Verified by: \_\_\_\_\_

Data has been transferred from and deleted off the following computers:

- Confocal  
Verified by:
- Real time scope  
Verified by:
- TC1  
Verified by:
- TC2  
Verified by:
- Epifluorescent scope  
Verified by:
- Plate reader  
Verified by:
- Rheometer  
Verified by:
- Imaging computer  
Verified by:
- Undergrad computer  
Verified by:

Data and manuscript files, presentations, images, etc. organized and  
burned on DVD and given to Kristi  
Verify by:

Computer cleared of personal data, data files and password reset  
Verified by:

Notebooks – How many and where are they:

Verified by:

# Anseth Lab Checkout

## Updated 06 May 2014

Name:

Lab responsibilities:

Temporarily transferred to:


Verified by:

Lab calendars controlled:

Transferred to:


Papers in progress:

- 1) \_\_\_\_\_  
2) \_\_\_\_\_  
3) \_\_\_\_\_

Samples that are being kept, why (which manuscript), and where they are:

- [illegible]