



# BOWDISH LAB EXIT SIGN-OFF SHEET

## PURPOSE

This form has multiple purposes. **First**, it is to ensure that all data, both electronic and analog, is appropriately transferred and stored for future access. **Second**, it is to ensure that lab spaces are properly cleaned for future lab members to use. This includes the disposal of old reagents. **Third**, it is to consolidate boxes in the -80, -20 and 4 degree freezers and fridges to prolong the duration between major cleanouts. Please complete this form and have a **senior graduate student** or **postdoctoral fellow** sign off on each line item ("supervisor signature" column). Once this form is complete, please return it to Dawn Bowdish.

## ITEMS REQUIRING YOUR ATTENTION

Area	Tasks	Complete?	Supervisor Signature
<b>Lab Bench</b>	<ol style="list-style-type: none"> <li>1. Dispose of reagents and waste (solid &amp; liquid).</li> <li>2. Clean out cupboard contents</li> <li>3. Return tip boxes and tube containers to cupboard</li> <li>4. Wipe bench tops with ethanol</li> </ol>		
<b>Bacteria Room</b>	<ol style="list-style-type: none"> <li>1. Agar plates removed from fridge</li> <li>2. Cultures in incubators disposed</li> <li>3. Any reagents stored in benches disposed</li> <li>4. Lab coat removed from room</li> </ol>		
<b>Tissue Culture Room</b>	<ol style="list-style-type: none"> <li>1. Reagents in fridge disposed</li> <li>2. Lab coat removed from rack; inform Natasha you're leaving</li> <li>3. All cultures in incubator disposed</li> </ol>		
<b>4 degree Fridges</b>	<ol style="list-style-type: none"> <li>1. Reagents, plates, etc, disposed</li> <li>2. Inform others of the location of shared reagents (i.e. ELISA kit components, special dyes, etc)</li> <li>3. Consolidate boxes of tubes into the minimum logical number and catalog roughly what is in each box</li> </ol>		
<b>Freezers (-20 and -80)</b>	<ol style="list-style-type: none"> <li>1. Same instructions as #1, #2 and #3 for Fridges.</li> </ol>		
<b>Liquid N<sub>2</sub></b>	<ol style="list-style-type: none"> <li>1. Catalog all items in LN<sub>2</sub> and consolidate into the minimum logical number of boxes.</li> </ol>		
<b>Desk Area</b>	<ol style="list-style-type: none"> <li>1. Clean off desktop, drawers and under desk.</li> <li>2. Wipe desk down with ethanol.</li> </ol>		
<b>Other areas</b>	<ol style="list-style-type: none"> <li>1. Ensure locker is empty (if applicable)</li> <li>2. Ensure no food is left in lunch room</li> <li>3. Return keys, CAF cards, etc, to the appropriate person</li> </ol>		
<b>Data</b>	<ol style="list-style-type: none"> <li>1. File lab book onto book shelf; no loose sheets!</li> <li>2. Discuss with Dawn the appropriate action to take with any electronic data (i.e. Google Drive, Place on our server, etc)</li> </ol>		

Student Signature: \_\_\_\_\_

Dawn Bowdish Signature: \_\_\_\_\_