

# Guidelines for “checking out” of the lab

(prepared by Maya Schuldiner)

## **General notes:**

Start working on checking out about a week before your last day, or 2-3 weeks in case of prolonged periods (1 year and over).

**Leave at least 3 full working days** (no last minute experiments) for the process of wrapping up. It takes more time than it seems it would.

## **Computer:**

1. Make sure to submit all information on reagents that you have (Primers, Plasmids, bacterial strains, Yeast strains, cell lines etc...) that you created onto the lab databases.
2. Remind whoever is in charge of the computers to take you off the lab mailing list.
3. Remind whoever is in charge of the computers to move you to “alumni” on the lab webpage.
4. Organize your personal desktop computer:
  - Make sure files are properly labeled and placed
  - Make sure that you have a backup for the lab and for personal use Burn DVD with copy of your files – to be given to me. Take another copy of the DVD home with you as a personal backup.
  - If you had a password for the computer please make sure whoever is in charge of the computer knows about it or remove it.
5. Take care of your email accounts:
  - Weizmann email is not kept active after you leave the institute – start in advance to redirect any correspondents that you wish to stay in touch with to an alternate mailbox.
  - If you wish to keep the mailbox active for a few more months this requires coordination with the secretaries in the department.

## **Biomaterial**

6. Make sure that you have made a stock of all biomaterials that you created (plasmids, bacteria, cell lines, Oligos, yeast strains etc...) and that they are properly annotated/located.
7. Make sure that you have put any antibodies that you may have in the antibody boxes and that they are annotated in the database with all information that you may have on using them (dilutions, incubation times etc)
8. Clean up your space (4<sup>o</sup>, -20<sup>o</sup>, bench, cold room, desk) – nothing should stay. Either give away buffers/tubes/etc or throw them away. If you can't understand the content of your stuff, neither will we – chuck it out.
9. If you have published something during your time in the lab make sure all plasmids/yeast strains/oligos from each publication are in a box in the -80<sup>o</sup> with the publication name and date on it. Also, make sure that this is updated in the filemaker databases.

## **Chemicals:**

10. No chemicals should remain on your bench. Either return your personal stocks to general stock, pass them over to a particular person or throw them out.
11. If you have in the fridge personal primers (diluted) and you are sure a stock exists – throw them out.
12. Special media, reagents, gels etc. that you were the only one to use: Make a list including locations and expiration date for products and send it to me. Throw away expired materials.

### **Protocols**

13. Be sure to pass on all protocols that are unique to you. You can upload them onto dropbox or give them to a person in the lab that might use them. Make sure to write clearly about modifications that worked for you or comments wherever you have relevant insights.

### **Additional Stuff...**

14. Give me your key back
15. Make sure to leave ALL your drawers (on the desk and bench) completely clear.
16. Leave your desk clear of all papers and personal stuff. Return it like you found it – just with the computer on it.
17. Leave your bench without anything personal on it. Clean it so it is ready for a new person to start working on.
18. Make sure your drawers in the fridge (4°C), Freezer (-20°C) and Revco (-80°C) are completely clear so that a new person coming in will be able to start putting their own things there.

### **Formal Weizmann check-out:**

19. Notify the secretary of your designated last working day, personally and by mail.
20. Ask the departmental secretaries for a copy of the check-out form (Tofes Tiulim) 2-3 day in advance; make sure you don't owe anything to all facilities that need to sign the form.
  - The form itself can be signed by fax, just send it with your return fax number properly and clearly written.
  - To get a signature from security you need to personally arrive to the security office (by the main gate) and give in your Weizmann card.