Stucky Group Move-Out Procedure (as of July 2014)

Name of departing lab member:__________________________________________________

Last date in the lab/office:_____________________________________________________

Post-departure contact information

Email:_____________________________________________________________________

Phone number:________________________________________________________________

Mailing address:________________________________________________________________

Inform the move-out coordinator (Chi Nguyen) of your move-out date at least one week before you leave. You must schedule two meetings with her. The first meeting (date:_______ and time:______) serves to identify everything that you are responsible for cleaning before you leave. The second meeting (date:_______ and time:______) is the final walk through to show that you have cleaned your lab space(s), properly disposed of your samples, placed reagents in the proper common location, and updated the location on the group chemical inventory. See below for additional information.

Note that it usually takes at least several days to complete this procedure. Please plan accordingly.

1.) Instructions for dealing with samples in and around your lab bench, or those stored in the refrigerator or freezer.

   a) **All samples must be disposed of properly per chemical waste procedures.**
   b) Samples that absolutely must be kept in the lab need to be labeled with the following information: name, date, complete chemical composition spelled out, hazard identification, and reference to your lab notebook page. **These samples must be given to a current group member (name:__________________).**
   c) If there is no lab member who will take responsibility for your samples, then you are **not allowed** to leave samples in the lab. **You must dispose of the samples per chemical waste procedures.**

2.) Instructions for dealing with personal chemicals.

   a) Dispose of any chemicals that are dangerous to store (e.g. peroxides) or entrust their safe storage to a current group member who is willing to take responsibility for the chemicals.
   b) All personal chemicals must be entered into the group chemical inventory (Stucky Group Chemical Inventory_2014) and placed in the appropriate common area chemical storage locations.
   c) Create a spreadsheet that follows the format of the group chemical inventory and record all the chemicals that you are placing in the group shelves. An electronic version of this list must be sent to the move-out coordinator prior to the second meeting.
3.) Instructions for dealing with supplies and glassware.
   a) Thoroughly **clean all glassware** in your possession and return them to the group glassware collection.
   b) **Return any tools** in your area to the group toolbox.
   c) Remove all contents from your personal / assigned drawers and **return items to the group common use storage** or other group members.

4.) Instructions for cleaning your area and areas that you used during your time in the Stucky group.
   a) Wipe down drawers, countertops and shelves with isopropanol and paper towel.
   b) Thoroughly **clean any fume hood space, refrigerator and freezer space, vacuum lines and glove boxes** that you have used during your time here.
   c) Clean all common lab space (counters, scales, fume hoods, etc..) for any spills you may have made.
   d) Clean your desk and office space. Recycle all old papers or journals, and place references in the common bookshelf.

5.) Instructions for data management.
   a) Remove all data from common lab computers. Back up important data to CDs and deposit with your lab notebook.
   b) Clearly label and deposit your lab notebooks and backed up data in the designated lab location.

6.) Instructions for gas cylinder accountability.
   a) Gas cylinders must be returned to the stockroom. See Cabe Fletcher, Research Storeroom Manager, for instruction.
   b) If the gas cylinder is still in use on an active account code, transfer responsibility of the gas cylinder to current group member who is willing to accept responsibility for it. Transferred to: ________________________________.

7.) Transfer group duties and instrument responsibilities to other group members. Train others as necessary.
   a) Group duty:______________________ Transferred to:______________________.
   b) Group duty:______________________ Transferred to:______________________.
   c) Group duty:______________________ Transferred to:______________________.
   d) Group duty:______________________ Transferred to:______________________.

8.) Inform the move-out coordinator of any issues that require attention, e.g. repairs.
   a) Issue:__________________________________________________________________.
   b) Issue:__________________________________________________________________.
   c) Issue:__________________________________________________________________.
   d) Issue:__________________________________________________________________.
9.) Turn in group lab/office keys to Mira Lazaro, room 1008, trailer 232.

10.) Provide forwarding information to Ericka James, room 1006, trailer 232.

11.) Meet with Professor Stucky once you are complete with move-out requirements.

Move-out completion date:______________________________________________________.

Signature of departing lab member:______________________________________________.

Signature of move-out coordinator:_______________________________________________.

Notes: