

LEAVING THE LAB CHECKLIST

Name:

Position:

Major Projects:

Date of Departure:

Task

<input type="checkbox"/>	Enter all data and written records into your notebook
<input type="checkbox"/>	Leave your notebook in a bin on your desk
<input type="checkbox"/>	If you wish to have a copy of your notebook and written records, scan or photocopy before leaving.
<input type="checkbox"/>	Back up all data files on a hard drive unique to you (if you do not have one already to leave in the lab, ask for one to be purchased)
<input type="checkbox"/>	Be sure to also back up all of your song files, images, and any other files that might be located on other computers in our or other labs
<input type="checkbox"/>	For large data on servers, transfer data to Tracy (we will probably need to discuss)
<input type="checkbox"/>	Leave hard drive with notebook
<input type="checkbox"/>	If leaving your computer, move all data and files to a folder titled with your name with a folder alias to the desktop. Files within your folder should be organized in relevant sub folders. Remove all non-lab files.
<input type="checkbox"/>	Leave your computer and related equipment with your notebook. It's ok to not put directly in the bin if it doesn't fit.
<input type="checkbox"/>	Clean your office space and remove <u>everything</u> besides your bin with your data and equipment. All common things that do not belong to you or that you wish to leave behind can be left in a second bin left on your desk to be reallocated to lab members.
<input type="checkbox"/>	Clean and organize your freezer and refrigerator space. For any tubes, samples, or tissue left behind, provide a document with the information of the sample, project the sample originally belonged to, and the location of the sample. If you are not sure if a sample should be kept, consult Tracy.
<input type="checkbox"/>	Complete any necessary Transfer Project/Data Summary Forms for incomplete (aka. unpublished) work. Send to Tracy.
<input type="checkbox"/>	All experimental bird information should be entered into FMP and bird cards imaged and emailed to laron.research.gruop@gmail.com with the bird ID in the subject line.
<input type="checkbox"/>	Any experimental bird of yours still living should be discussed with Tracy.
<input type="checkbox"/>	Schedule final meeting with Tracy to go over this and all other forms, deposition of data, etc.
<input type="checkbox"/>	Once complete send this form along with Transfer Data Summary Forms back to Tracy to complete transfer of materials and information.