

## Check-out Procedures for Graduate Students and Post-Docs

- The final research report should provide clear experimental descriptions of all key experiments as well as physical and spectroscopic data on all substances characterized. The preferred style of presentation should conform to *JACS* or *Biochemistry*. A copy of the research report should be saved on a Zip Disk or CD.
  
- Return all laboratory notebooks.
  
- All spectra should be carefully sorted, labeled, and organized in envelopes or folders either sequentially or by compound type. Trivial or redundant spectra should be purged from the group disks. When in doubt, save it.
  
- All research samples should be transferred to properly labeled and sealed vials or other containers and stored together. Radio-labeled samples should be stored separately. A list of the key items, including relevant quantities and location, should be prepared.
  
- Reagents, nutrient media, and other chemicals specifically associated with the research project should be kept together. All other reagents should be returned to the group supply areas.
  
- All waste chemicals should be removed from the chemical inventory and properly disposed of.
  
- All glassware, including NMR tubes, should be thoroughly cleaned and stored in the laboratory bench. Group glassware should be returned to the appropriate cabinets. If items are returned to the stockroom for credit, a list of returned items should be compiled.
  
- Cultures of microorganisms should be assembled and clearly labeled to indicate their origin and date of preparation. The final research report should be accompanied by a clear Culture Tree, outlining the lineage and storage location of all culture samples. All cultures of questionable purity or viability should be destroyed, provided that at least one parent culture for each organism is saved.
  
- All unnecessary files should be erased from the Mac disks and any important backup data stored on clearly labeled diskettes.
  
- All samples, waste chemicals, glassware, scintillation vials, chromatography tubes etc. should be removed from the common biochemical, microbiological, radiochemical, and instrumentation areas and properly disposed of. The laboratory bench, hood space, and desk should be cleaned thoroughly before leaving.