

Exit Checklist for IMBS Post Graduate Students, Academic and Technical staff

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| All glycerol stocks clearly labeled and stored in a place designated in the laboratory register. Those which are no longer required should be disposed of in accordance with institute policy. | Yes |
| All constructs clearly labeled and stored in a place designated in the laboratory register. | |
| All unwanted chemicals, chemical waste appropriately disposed of. | |
| Completed Lab book returned to supervisor where appropriate. | |
| Bench cleared up and left in a tidy condition. | |
| All glassware used washed and returned to storage | |
| Lab, office keys and Safety Glasses returned to Institute manager | |
| All chemicals left that are deemed useful to other members of the laboratory must be clearly labeled and stored in an appropriate manner. If disposal of chemicals is required, this has to be done in accordance with Institute policy. | |
| All solutions stored at 4 degrees (fridge, cold room) to be discarded unless by agreement with another laboratory member. Any solutions to be kept have to be labeled clearly with details of solution composition + the date made. | |
| Cold room space cleared out, and shelves and area cleaned. | |
| Fridge space cleared out, boxes returned to storage and shelves cleaned. | |
| -80 freezer space cleared out apart from items necessary for future work or associated with an ongoing project. In this case they should be relocated to the appropriate storage site. | |

Supervisor _____

Laboratory Safety Rep _____