

Dahlquist Lab Check-out Procedure

Last modified: July 15, 2008

1. Lab notebooks are complete and left in the lab cabinet.
 - Every page has a title.
 - Every page has a date.
 - The table of contents is filled out completely
 - All gel pictures and other primary data have been taped in the notebook and labeled.
2. All files stored on computers have been organized and backed up to CD. A “Table of Contents” file explains the names of the files and what they are.
 - All relevant computers, including the two lab computers, the computers in the Keck lab, and any other computers you have used for analysis.
 - All files including data files, images, Excel spreadsheets, Word documents, PowerPoint presentations, etc.
 - Make one CD for Dr. Dahlquist and one for yourself to keep in a safe place.
3. Freezer boxes are organized.
 - Samples that are no longer needed are thrown away, although, ask if you are not sure whether to keep something or not.
 - Everything else is labeled properly.
 - A “Table of Contents” file explains what all of the sample are, indexed by box position number.
4. All dishes have been washed, autoclaved (if appropriate), and put away. All equipment is put away in the proper storage location.
5. All leftover plates and biohazard waste has been taken out of the refrigerator, autoclaved, and thrown away.
6. MilliQ water carboys have been refilled. MilliQ and Ethanol wash bottles have been refilled.
7. The water levels in all of the water baths have been checked and filled with dH₂O, if necessary.