

Date: _____

Name: _____ Signature: _____

Permanent Address: _____

Phone: _____ Email: _____

Future Plans: _____

Lab Mentor: _____ Signature: _____

Lab Exit Interview Checklist

*(Please complete this checklist **a week before you finish** working in the lab and bring the completed list to your final meeting with Dr. Lu)*

- ☐ Backup all files to CD or DVD.
 - Please remember to include all original ZVI images and any files you may have stored on your own computer
 - Organize all of your data on the lab server in a single folder
 - Delete all your files from the lab computer
 - Approved by Nora _____
- ☐ Clean out your drawer(s) and clear off your bench space.
- ☐ Appropriately label and store all samples (*including frozen cells*) to be used for further studies. Generate a list of all samples and their locations.
 - One copy of the list for Dr. Lu
 - One copy for whomever will continue your project
- ☐ Discard any samples that are no longer needed as determined by Dr. Lu.
- ☐ Give any solutions, chemicals, and culture media to another laboratory member or appropriately discard if unwanted.
- ☐ Clean up all bottles and glassware and put them back on your bench.
- ☐ Freeze or discard cells in culture as instructed by Dr. Lu.
- ☐ Return goggles and lab coat (unless lab coat has your name on it).
- ☐ Turn in your signed and dated laboratory notebook(s) to Dr. Lu.

Thank You and Best Wishes!!!