

Lin Lab Checkout Procedures

Leaving Lin Lab for good?

Follow these **simple rules** to clean up your space before you leave

- Properly label and properly dispose of all chemical waste**
 - a. Includes:
 - i. Waste containers
 - ii. Syringes with chemicals
 - iii. Expired chemicals in the cabinets
 - b. This does not include sealed, **non-expired** glass bottles the chemicals came in. You may leave those for future researchers
- Properly dispose of all non-hazardous waste**
 - c. Throw away trash and papers
 - d. Glass bottles, silicon, razors, other sharp items in “Nonhazardous Sharps box”
 - e. If syringes full of hazardous chemicals, throw in “Hazardous Sharps”
- Thoroughly wash and put away all beakers and bottles you have been using**
 - f. If they cannot be reused, dispose of them
- Return any tools or other equipment you may have borrowed from the lab**
- Clean out personal spaces and leave it empty and ready for the next person**
 - g. Clear everything from above, in, and under your desk
 - h. Clear everything from above, in, and under your workstation
 - i. Clean out any lab cabinets you may have been using
 - j. If one of your collaborators is continuing to work with the same equipment you have been using, you may leave it in place, but only after discussing with them.
 - i. They are now responsible for things you leave behind
 - k. Choose someone to be responsible for your remaining belongings
 - l. Throw away anything that is obviously trash
 - m. Take personal supplies home
 - n. Place other equipment that people might like to use in a box, and place it on the table in 1113 for people to pick through. After about a week, remaining unclaimed supplies will be thrown away. Label it with
 - i. FREE
 - ii. Your name
 - iii. Contact info
 - iv. The date you left the box out
 - v. Send out an email to the lab with this information
- If you absolutely need a remote collaboration extension, go to next page**
- When you are complete, please see one of the lab managers and we will sign you out**

Keeping supplies for remote collaboration

If you have to leave, but still have undergraduates continuing your work (or other non-Lin Lab members), you may **formally** request a 6 month extension of disposing of your materials. You may request another extension, but doing so is your responsibility. During the extension, your cabinets must be labelled with your name, contact info, date of your extension, reason for the extension request, and contact of person who will be in charge of your supplies locally. Additionally, please leave a description with your materials about what you have and any particular disposal information we will need for equipment you are using. We may contact you again after the time is up to ask if you want another extension, but might not. When your time is expired, the lab may confiscate or throw away your equipment.

1. You will not be granted an extension if you do not
 - a. Request a formal extension complete with:
 - i. Reason for extension
 - ii. Summary list of equipment, chemicals, and other supplies
 - iii. Disposal information
 - iv. Contact information of person responsible for supplies when you're gone
 - b. Label your box with
 - i. Name
 - ii. Date
 - iii. Your contact info
 - iv. Person in charge of your equipment when you're gone
 - v. Hazards in the box
2. **Failure to follow these rules may lead your cabinets to be taken over and your supplies repurposed without warning**