

KempLab: Check out information

March 19, 2019

Lab notebooks

Make sure notebooks are complete (table of contents, protocols, locations of samples). Keep in mind that someone else will need to be able to read and repeat the experiments in your notebook. Give to Melissa 2 days before last day for final check.

Data backup

Data for or in publications should be organized by project and backed up on the kemp lab server with a copy sent to Melissa. Please consider your labmates and give them copies of any data that may be helpful for them. All remaining data that is/was not being used should be also uploaded under your folder on the server, not stored on a lab or personal computer.

Samples and Reagents

The locations of any relevant samples or reagents should be listed in your notebook on a single page. Samples for continuing projects should be transferred to the other people working on that project. Storage of reagents for long-term future use in the -80 or -20 should be clearly marked with name, dates, contents, and other pertinent info such as concentrations, buffer composition. Giving partially used commercial reagents to fellow lab members is encouraged, and they should be asked in advance if they can use these items and told where they are. Let Melissa know if you are leaving personal boxes in either cold storage. Make sure that any frozen cell vials that you have in the cryotank are clearly labeled on our spreadsheet on the server by row/column.

Schedule a waste pickup for any chemical or biological waste.

Building access

Return office keys (if you have them) to the EBB office (Carla).

Textbooks

Have you borrowed textbooks from Melissa over the years? Look at home and at your desk at school. Please return them to her before you leave!

Desk space

Please clean out your drawers and cubbies from your desk space, remove papers, and leave the area in clean condition for the next occupant.

EBB/IBB Core Facilities

Back up or delete files on core lab computers.

Computers

Someone will likely be using your computer. Make sure all personal files are deleted. Return your non-personal laptop (i.e. one purchased off of grant money) to Melissa before leaving, along with all accessories (power cable, peripherals, etc)

Check out with the following people

Staff: Valencia Cantrell, 2nd floor, Whitaker 5-2054 valencia.cantrell@bme.gatech.edu

Students: Brenda Morris, 1st floor Whitaker 5-8046 brenda.morris@bme.gatech.edu or Kyla Ross kyla.ross@bme.gatech.edu

Last day: Clean up computers, bench, and desk

Transfer lab chores

Go to OHR on Marietta St. if needed for handling visa papers