Graduate Student Laboratory Vacating Checklist

Laboratory clean up task set

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| Task | Location | Comments |
| Desk Space   * Remove personal effects * Wash desk and equipment |  |  |
| Lab Space   * Remove personal protective equipment * Return borrowed items (chemicals, laboratory equipment, etc.) * Clean and return all laboratory items (glassware, pipettors, etc.) to storage locations * Clean surfaces (generally wash with soap and water then disinfect with bleach solution)[[1]](#endnote-1) * Clean out all materials stored in laboratory incubators, fridges, and freezers * Dispose of stock solutions and unnecessary samples or transfer them to another user |  |  |
| Chemical Waste   * Place wastes in appropriate waste bottles * Label waste bottles with contents * Transfer waste to Dispensing Chemist |  |  |
| Biological Waste   * Separate hazardous and non-hazardous biological wastes * Transfer to dispensing chemist |  |  |
| Laboratory Notebook[[2]](#endnote-2)   * Review notebook and use lines to prevent additions to empty pages * Sign last page * Photocopy notebook for personal records * Turn over notebook to supervisor |  |  |
| Generate Sample Storage/Archive Plan and Agreement[[3]](#endnote-3) |  |  |

1. Soap removes the majority of material and the bleach will disinfect for organisms and oxidize and decontaminate many chemical residues. Note: some chemicals (ammonia, acids) may produce toxic vapors when reacted with bleach. [↑](#endnote-ref-1)
2. Notebook treatment and formatting should follow guidelines established by supervisor. These steps are standard formatting guidelines to protect information. [↑](#endnote-ref-2)
3. Archived samples must be thoroughly labeled. Labeling must include contact information (supervisor and student), composition, disposal instructions (if appropriate), and expected renewal/destruction date. The purpose of the expected renewal/destruction date is to ensure turnover of unneeded samples and prevent long-term accumulation of abandoned samples. A three year renewal/destruction renewal date is recommended. Note: these guidelines were created in response to unexpected disposal of necessary samples and accumulation of unknown samples. [↑](#endnote-ref-3)