

What I need before you are leaving the lab

1. **Address/Phone/E-mail/Lab Keys:** Make sure that Ms. Penny Davis has them. Please make sure that you keep your SU e-mail for at least six months, so there is no breakdown in communication. **Please make sure that you give the lab keys and SU ID card to Ms. Penny Davis.**
2. **Key procedures:** If you have created lab procedures and protocols, we need them in electronic form. Then, I will upload them on our internal webpage.
3. **Manuscripts and figures:** Hard copies and electronic versions, if any.
4. **Notebooks and any other collected data (autoradiograms, gel files, computer files, acquired spectra etc.):** I might ask you to hold them for a while, if you are still working and completing a manuscript. My recommendation is that you keep the duplicate copy pages from your notebooks. **Best is to complete the work before your leave.** You need to communicate to us the location of all electronic data files deposited in a single place as well as the notebooks (e.g., computer or external hard disk).
5. **Samples (clearly labeled):** Sample name, your name, date, reference lab notebook page.
6. **Engineered products (e.g., nanodevices, grids, plasmids, wafers).** Again, you need to provide a clear location and satisfactory electronic information (e.g., single folder of sequencing files etc.) on one key place (e.g., computer or external hard disk).
7. **Records:** If you are in charge of a chore, such as radioactive waste disposal, the laboratory chemicals list or others, please give me or your successor and the paperwork, files etc.
8. **Clean up:** Solutions, all kinds of samples and papers of no value. If necessary, please ask if there is any doubt of throwing materials away. If in doubt, please keep them! Also it is desirable to clean up your computer before your leave, preferably reinstalling the operation software and the minimal needed software as well as optimizing the computer configuration (please consult this with Dan Kirkpatrick, Computing Services at SU or e-mail to consult@cas.syr.edu)
9. **Please do not take small things:** Please do not take any item that belongs to the lab, such as timers, automatic pipettes, journals, books, software CDs, software manuals, tools etc. They are expensive and we need them.

10. VERY IMPORTANT: PLEASE DO NOT TAKE ANY RESEARCH

MATERIALS. This is both illegal and discourteous! If you need any materials for your future research, please request them directly from me, and we will mail them to you. All requests for published materials will be honored. Unpublished materials will be provided on a collaborative basis. **Under no circumstances take the research information or materials of another lab colleague.**