

## **LAB CHECK PROCEDURE**

**You need to provide the following to Walaa, Mary and/or Art:**

1. 2 weeks prior to your leaving update BESC LIMS if applicable
2. Make an appointment to meet with Mary McAbee/Larry Bottemley on your last day here for your exit interview
3. Return your lab book to Walaa
4. Return your lab coat to Art
5. Send Walaa and Art a picture of your work area and fume hood after you have cleaned it up
6. Give Walaa 2 CDs with a copy of all your data files
7. Send Walaa a statement from the GT Library stating you have no outstanding books on loan
8. Send Walaa/Art your new contact address/phone/email
9. Provide Art excel spread sheet summarize all research samples left behind, properly coded and referenced to your lab book or a descriptive key describing all samples
10. Complete Exit Clearance form from the Chemistry Department
11. Ask Charles Brookshire to lock your computer if you are leaving for an internship
12. Inform Jerry Nunn the period you are absent in the IPST if you are leaving for an internship
13. Ask Lloyd Williams to suspend your PSE funding if you are leaving for an internship