**Check-in and Check-out (Analytical and Materials Labs)**

**Check In**

• Common:

1. Learn the layout of the building, identify all emergency exits, and know how to leave the building without using an elevator.
2. Learn and know the location of all emergency equipment in the laboratory including eye washes, first aid kits, fire extinguishers, emergency shut off switches, etc.
3. Make a friend and use the buddy system- it is never a good idea to work alone.

• Instrumental Labs and Shared Facilities:

1. Purchase a new flash drive (available in stockroom), scan it for viruses using University provided software (download), and use exclusively for downloading data from instruments.
2. Get a jump on required safety training (BBP, laser safety, X-ray safety, etc.).
3. Obtained required PPE (lab coats, eye protection, etc.)

• Materials:

1. Learn the layout of the lab so you know where all lab specific safety devices are (first aid, eye washes, etc).
2. Identify areas of hazard- stills, vacuum lines, high voltage lines, etc. Know how to respond to potential safety issues in these areas?
3. Obtain, read, and understand the SOPs for the lab (not necessarily just the ones of immediate concern to your project).

**Check Out**

• Instrumental Labs and Shared Facilities:

1. Remove old data and experiment files from hard drives of instruments and archive. Be sure to give copies to your supervisor and save one for yourself.
2. For X-ray users, be sure to return final dosimeter and leave forwarding address for dosage report. Also be sure to remove your name from list for dosimetry.
3. Tell us when you graduate or separate from the University.

• Materials Chemistry Labs:

1. Quench, dispose of, or archive all chemical samples before graduation.
2. Archived samples should be carefully labeled and a list of all samples including lab notebook references, location, and quantity should be supplied to the supervisor.
3. You should clean all glassware and equipment that you have been using.
4. Write SOPs for any procedure or equipment operation that may be(come) useful for others.
5. Return all PPE to the laboratory unless other arrangements have been made to take it with you.

• For consideration with Biological Faculty:

1. Inventory of -80 freezer in 1118, leave list of what is in the freezer and where.
2. Inventory of all cell lines in 1118A liquid nitrogen storage. Provide list to supervisor of quantity and location (which dewar and rack/box).
3. Inventory of plasmids, mRNAs, cDNAs, antibodies, etc. to supervisor.
4. For radiation users, final survey and cleaning of radioactive work areas .