

# Stucky Group Move-Out Procedure

## 2008-07-14

### 1 All samples must be properly dealt with

- a) **All old samples must be disposed of**
- b) Any samples that absolutely must be kept in the lab must have a **label** indicating exactly what they are (date, composition, reference to your lab notebook page). **These samples must be given to a current group member for storage.**

### 2 All personal chemicals must be entered into the group chemical inventory and placed in the appropriate shelves.

- a) Please dispose of any chemicals that are dangerous to store (ie peroxides) or entrust their safe storage to a current group member.
- b) If you need help putting your chemicals away, you can ask lab members for help and offer them lunch/dinner to thank them

### 3 All supplies must be returned to appropriate place

- a) Thoroughly **clean all glassware** in your possession and **return to the group glassware collections.**
- b) **Return any tools** in your area to the group toolbox.
- c) Remove all contents from your personal drawers and **return items to group storage** or other group members.

### 4 Your areas must be cleaned

- a) Wipe down drawers, countertops and shelving with IPA/paper towels.
- b) Thoroughly **clean any hood space, vacuum lines and glove boxes** that you have used during your time here.
- c) Clean all common lab space (counters, scales, glove-boxes, spin-coater, TEG, Nanosizer, etc) for any messes you may have made.
- d) Clean your desk/office space. **Recycle all old papers or journals** or specifically give them to another lab member.

### 5 You must deal with all your data

- a) Remove all data from common lab computers. Back-up important data to CDs and deposit with your lab notebook.
- b) Clearly label and deposit your lab notebooks and backed-up data in the designated lab location.

### 6 Check with current group safety person that these requirements have been met. Report and issues that you do not know how to deal with.