

## Leaving the lab – To do list

As many students come and go in the lab it is important to leave the lab properly for the next students to come. Not only the lab and workspace should be left orderly, but all your data as well since this could be used in publications. For these reasons here is a list of things you should do when you finish your internship.

### Lab

- Clean all your glassware including for instance NMR tubes and your fume hood + cabinet under the fume hood.
- Waste all samples that are no longer of use (discuss with your supervisor).
- Transfer all compounds that will be kept to jars (no flasks) and label them using stickers (not marker on glass as this will fade over time). The labels should at least include experiment code, the compound name and weight of the sample after drying. Preferably the weight of the empty jar without cap and structure of the compound is also included.
- Collect all samples in a box (preferably old pipet tip boxes), label the box and put it in the fridge. Notify your supervisor where to find the samples. This box should be the only thing you leave in the lab after your internship has finished.
- Hand in your lab coat in the basket in front of the transfer room.

### Workspace

- Make sure your workspace is left as it was when you started. That means no stuff in the drawers, on the desk or on the walls.

### Data

- Save all data in an organized manner (one folder for every project and subfolders per compound including experiment nr. and name of the compound in title)
- Include raw data (NMR files, results of biological experiments etc.) as well as the processed data (MestreNova/Prism files), and hand them over to your supervisor.
- Collect all HRMS results on paper and hand this over to your supervisor.
- Share your electronic lab notebook with your supervisor.

**Student name**

**Signed by supervisor**

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