

Check-out Procedure for all Postdocs, Graduate and Undergraduate Students, and other Lab Members

- All lab journals (See Lab Rule D-1 for how to keep records) must be clearly labeled with your name and working period. All printouts/raw data must be organized logically (e.g., in folders) for easy recovery. The lab journals and all raw data must remain in the lab, stored chronologically in the cabinets on the F-floor (hallway).
- Sort your electronic data/documents carefully, discard redundant documents and save everything on the group server. In addition, prepare and hand over to Don or Peter a CD, DVD, or memory stick, containing the data, text, figures, and presentations.
- Check that you saved a copy of your final report(s) also in the specific folder(s) in the group archive, as well as all of your group meeting presentations.
- If you were supplied with a computer: After saving your data to the group server, please delete all your data from your "personal" computer. Provide the Software Superuser with the password and hand the computer over the Software or Hardware Superuser.
- Store your DNA samples, glycerol cultures, proteins, and chemical compounds in small containers (e.g. small glass vials, not flasks!), label everything clearly with name, date and amount. Create a document where you list all of your stored samples with the exact location (which -80/-20 freezer, fridge, etc.?). Give a hard copy of this inventory to Peter.
Exception: donate competent cells to lab mates and do not store with your samples.
- Return chemicals to the group's chemical stock. Check whether inventory-loc.ethz.ch (My Products) still lists emptied bottles, and if so, erase them from the system!
- Give buffers and solutions to people who could make use of them, or dispose properly by yourself. The same applies to literature, paper copies, etc.
- Return all your keys:
 - Locker key and “Schalterkarte” to the “Schalter” (empty and clean your locker before!)
 - Laboratory keys to the “Loge” in the HC building (HCI E3.1); you should get a receipt!
- Ask for a printout of your materials at the “Schalter”, check off items on the list, sign it, and have it also signed by Don or Peter.
- The laboratory bench, hood space and desk must be thoroughly cleaned before leaving. Check the general areas (e.g., cold room shelves!) for any items of yours left behind. Organize the final inspection of your vacated, clean personal space with the ruling safety officer or with Regula.
- Check off the items on this list, sign it and return to the secretary's office: (i) this sheet, (ii) the signed "Schalter" materials list, (iii) the receipt for returning the lab keys, and (iv) the SBB half-fare card. For other useful information about administrative issues upon leaving the ETH, see <https://www.ethz.ch/intranet/en/employment-and-work/employment/leaving-ETH-zurich.html>.

Date:

Signature:

Updated: April 15, 2014