



Lab exit strategy

Digital data: *machine computers, office computers, work laptop*

- File naming is clear and compatible with group digital file structures
- Move data from computers to designated server location or hard drives
- Delete unnecessary duplicates
- Complete data inventory
 - *Ensure your data management strategy is clear for others to use your data and prevent duplicated reruns etc.*

Wet lab: *-4°, -20°, ULT, lab bench space*

- Samples clearly labelled (relabel if necessary)
- Combine samples to minimal box spaces
- Inventorise sample storage
 - *date/ location/ sample type/ owner/ responsible person/ storage review date*
- Clear bench space
 - *Dispose or reallocate remaining reagents*
- Hand in borrowed lab equipment/gear
 - *Lab coat/protective wear/ research group owned lab tools etc.*

Admin:

- Ensure lab journal is up to date and store in designated location/back up on server
- Hand in access keys and cards
- Transfer important correspondence, contacts or protocols to personal storage
- Admin has up to date forwarding contact details



Item	Organised: ✓	Storage location(s)	Employee signature	Supervisor signature	Date
Digital files					
Lab journal					
Wet lab room temp					
Wet lab -4°					
Wet lab -20°					
Wet lab ULT					
Lab equipment					
Tags handed over		N/A			
Emails/protocols transferred		N/A			

Name:

Signed:

Manager signature:

Date: