

PRIOR TO LEAVE THE LCI CHECK-LIST

1) Data

- ☐ My lab book is fully filled out (including table of content)
- ☐ I gave my supervisor all my analytical data on a usb key or other
- ☐ I left a numerical and paper copy of my report to my supervisor. If not, due for.....

2) Lab

- ☐ I cleaned the lab (benches and fumehood)
- ☐ All my synthesized compounds are in vials properly labelled (at least lab book code, or better with a drawing of the molecule)
- ☐ I left no flasks in the fridge, dessicators, base bath...
- ☐ I cleaned all my NMR / EPR tubes
- ☐ I threw away any vial containing commercial compounds unless someone is using them
- ☐ I returned the borrowed commercial compounds to the storage room and updated the Chemproduct database accordingly (same if I've borrowed chemicals from other labs)
- ☐ I warned Marie I was leaving (Chemproduct account)

3) Furniture

- ☐ I cleaned and emptied my desk
- ☐ I returned my access card to Annie Millet (or)
- ☐ I returned the computer I was lent to Eric (or)
- ☐ I returned the USB key I was lent to

4) Accounts

- ☐ If needed I asked Annie Millet to keep my email active for a certain amount of time after my departure

THANK YOU