

Langer Lab

Lab Personnel Check-out Signature Form

I, (_____) have completed the Langer Lab Personnel Check-out List
(please print).

Signature of Departing Researcher

Date

Signature of Lab Safety Representative

Date

Name (please print) of Lab Safety Representative

Signature of Principal Investigator

Date

Name (please print) of Principal Investigator

Signature of Mentor/Admin verifying receipt of lab notes

Date

Name of Mentor/Admin verifying receipt of lab notes

Lab Personnel Check-out List

I. Lab Notebooks and Other Research Data including data for future manuscripts.

- Add a PDF of *all* of your lab notes to the lab notebook DropBox (<https://www.dropbox.com/sh/8lcloz7u4bf2q7f/AACoWPIZo9r3T3ieytCyanRZa?dl=0>) or email a copy to both your mentor and/or subgroup leader (Anderson, Traverso, Jaklenec) and Prof. Langer (rlanger@mit.edu).

II. If you have worked with CHEMICALS:

- Be sure all of your hazardous waste has been picked up by MIT's Environmental Management Office (EMO), haz-waste@mit.edu, x2-3666.
- Any chemicals that you are leaving behind must be in original containers only, with labels, and you must indicate who is now responsible for them.
- Remember to remove all your samples from refrigerators, cold rooms, warm rooms, etc.
- If you are leaving behind any samples, the contents must be fully identified and a responsible person indicated.
- The laboratory fume hood you were using must be cleaned out (leave no hazardous waste, no dirty glassware, no samples, etc.).
- All glassware must be cleaned and returned to its proper place.

III. If you have worked with BIOLOGICAL MATERIALS:

- Remove and destroy all microorganisms, cell lines or tissues that will no longer be used by other lab members. Check cold/warm rooms, freezers, refrigerators, incubators, bench tops, biosafety cabinets, etc.
- If you are leaving behind any samples, they must be fully identified and a responsible current person who agrees to be responsible for it is: Name, Signature, Date to be included here:
If retained for a paper, note date it could be disposed on the vial, sample, container.
- Decontaminate all surfaces and equipment of which you have had exclusive use (e.g., benches, fume hoods, biosafety cabinets, cold/warm rooms, water baths, incubators, centrifuges, etc.).
- All glassware must be cleaned and returned to its proper place.

IV. If you have worked with RADIOACTIVE MATERIALS OR LASERS:

- Contact the Radiation Protection Office, x3-2180, Bldg. 16-268, for procedures for termination of your work.

V. If you have worked with HAZARDOUS MATERIALS of any kind:

- You must have your work area surveyed by your lab safety coordinator or supervisor to ensure that all materials have been properly disposed of. Failure to conduct this checkout may result in the lab group being charged for disposal of unknown materials.

VI. If you have worked with ANIMALS:

- Make sure that all animal caging and supplies belonging to Div. of Comparative Medicine (DCM) are returned.
- Make sure that equipment is properly sanitized after animal contact. If you have any questions about this procedure or anything else relating to animals, contact DCM, x3-1757.

VII. KEYS/SENSOR CARDS:

- Return all **Keys** and **Sensor Cards** to your supervisor or administrator: for doors, desks, file cabinets, bicycle cage; DCM access cards, etc.

VIII. LAB COATS:

Return **all cloth lab coats**, those with your name on the inside of the neck collar, to the blue hamper (outside 611); you should have at least 3 lab coats. We are charged a fairly high fee for any lab coats that are not returned,— even if they are ripped please make sure to put them in the blue hamper. Also look through all the “clean” lab coats on the rack and put any with your name on them into the blue hamper the last day you will work in the lab.

IX: LEAVE BACKUPS OF ALL YOUR RESEARCH DATA:

Leave backups of all your research data (lab notebooks, data for current and future manuscripts, etc.) at the lab in either your subgroup Dropbox folder, the Langerlab Lab notebook Dropbox, or on a jump/flash drive or external hard drive with your subgroup leader. We have recently heard that some countries confiscate computers and peripherals from travelers, therefore, we highly recommend that you leave several different backups of all your computer files at MIT in case this happens to you. In addition, it is always best to have several backups of your computer in various forms (flash/jump drive, CD) in case your computer fails.

IX. OTHER REMINDERS:

- Return any special respirators to Environmental Medical Service.
- Email Padmini Pillai (padmini@mit.edu) and Return LifeTech Supply Center RFID Cards to her before leaving MIT.
- Return **all** 3 of your lab coats to the North Star blue hamper outside of room 76-611, including any “clean” ones from the rack, and any ripped/torn coats. We are charged a high fee for unreturned coats.
- Check with your personnel administrator or other supervisor about any administrative matters that should be completed...
- Be sure that all computer accounts, library accounts, network accounts, meal plan accounts, etc., have been taken care of, depending upon your status.
- Clean out your desk (office and lab) and paper files. Clean up your computer files.
- Deactivate all your MIT Core Facility Accounts: MRL, MTL (there is a \$30.00 monthly fee that must be canceled when you leave us), DCIF, I-Lab, Koch Rowley Server, etc.
- Clean out your desk (office and lab) and paper files, leave the desk keys in one of the drawers. Clean up your computer files.