

The University of Chicago Molecular Oncology Laboratory

THE GRADUATION CHECKLIST

Prior to “taking the leap”, you are strongly advised to abide by the following “**Exit Protocol**” of the Molecular Oncology Laboratory:

- 1) All lab **notebooks** and any **original documentation** of your experimental findings **MUST** be left in the lab (and it’s the law). They are University properties. However, you can make photocopies for your own record. You can also keep your lab protocols, reference papers, and/or copies of vector maps.
- 2) Make two copies of your **digital data files** (e.g., microscopy images, real-time PCR data files, phosphoimager files, Kodak ImageStation files, etc). Give one copy to TCH and keep one copy for yourself;
- 3) We would appreciate that you organize the following items you may have accumulated during your studies in MOlab:
 - a) All **plasmids** that have been CsCl-banded;
 - b) Any other **useful plasmids** (ask TCH if you’re not sure if they might be useful);
 - c) **Cell lines** created by you;
 - d) **Adenoviruses and/or retroviruses** created by you;
 - e) **RNA** samples;
 - f) **Genomic DNA** samples;
 - g) Human **tissues** and/or animal tissues;
 - h) Purified **protein** or **enzymes**;
 - i) Miscellaneous items created/obtained by you.

All above items should be labeled with tape, and include item name, date, concentration if known, and your name. Each vector/plasmid should be accompanied with a map.
- 4) Return any **borrowed items**, including reference books, journals, computers, software, computer accessories, general tools, etc;
- 5) Return the **Lab Key** to TCH;
- 6) Any reagents generated by you or others in the lab can be made freely available to you at any time in the future. However, you must **specifically request** the items you want and the amount you wish to have, in writing, and then give the request to TCH before removing any items from the laboratory.
- 7) Please leave your contact info and keep it updated. It’s preferred that you leave a relatively permanent e-mail address (e.g., Yahoo, Hotmail, or U of C Alumni account, etc).

Best of luck to your future endeavor. Please keep us posted on your progress, and Let us share the success of your professional career and personal life!