

The Mouileanu Lab!

Leaving list

What I need if you are leaving.....

Address/ phone/ fax/ email: Make sure Lydia has them. Please keep your TAMU email going for at least three months so there is no breakdown in communication.

Notebooks and any other **data** (autoradiograms, computers files &c). I may ask you to hold on to these for a while if you are still completing a paper. You may keep the duplicate copy pages from your notebooks.

Procedures: Key procedures in electronic form.

Samples, clearly labeled: sample name, your name, date, notebook page reference

Manuscripts and figures (hard copy and electronic versions)

Records: If you are in charge of a chore such as radioactive waste disposal, please give me or your successor the paperwork.

Clean up: Solutions, samples and papers of no value &c. *Please ask if there is any doubt about throwing materials away.* If in doubt- keep it!

Please do not take anything that belongs to the lab including "small" things, e.g pipetors, timers, journals, books etc. They are expensive and we need them.

IMPORTANT: DO NOT TAKE ANY RESEARCH MATERIALS. This is both discourteous and illegal! If you need any materials for your future research, please request them from me and we will fedex them to you. All requests for published materials are honored. Unpublished materials are usually provided on a collaborative basis. **Under no circumstances take the research information or materials of another lab member.**

Thanks!
Livia Mouileanu

11/10/07