[ ]  **-20oC Freezer**

 [ ]  discard all extra and old material

 [ ]  minimize and keep only essential constructs (make sure it’s labeled well; your name and date, box name)

 [ ]  make an inventory list

[ ]  **-80oC Freezer**

 [ ]  discard all extra and old material

 [ ]  minimize and keep only essential stocks (make sure it’s labeled well; your name and date, box name)

 [ ]  make an inventory list

[ ]  **4oC Fridge**

 [ ]  discard all extra and old material

 [ ]  minimize and keep only essential items (make sure it’s labeled well; your name and date, box name)

 [ ]  make an inventory list

[ ]  **CEF**

 [ ]  wrap up any projects and discard plants

 [ ]  any continuing projects? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  **Greenhouse**

 [ ]  wrap up any projects and discard plants

 [ ]  any continuing projects? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  **Seed Stock**

 [ ]  organize by project

 [ ]  store in plastic boxes (transfer tomato, Arabidopsis and Brassica seeds to Kazu)

 [ ]  make an inventory list

[ ]  **Desk**

 [ ]  discard all extra and old material

 [ ]  make it ready for the next person to use!

[ ]  **Bench Space**

 [ ]  discard all extra and old material

 [ ]  give away any useable buffers, etc (otherwise get rid of it! If you are not sure your reagents can be down the drain, have Kazu’s consult)

 [ ]  make it ready for the next person to use! (clean drawers, clean cabinets)

[ ]  **Data**

 [ ]  organize into one folder with your name all your files

 [ ]  transfer all data to Maloof lab server

 [ ]  update all notebooks

 [ ]  update any methods and protocols

[ ]  upload FASTQ, BAM files, and experimental design to NCBI SRA (record your BioSample

 & BioProjet name)

[ ]  **Give to Kazu**

 [ ]  inventory lists

 [ ]  notebooks

 [ ]  transfer seed stocks to seed cabinet

 [ ]  transfer -20oC freezer box(es) to Central freezer (room 2118)

 [ ]  transfer -80oC freezer box(es) to Central freezer (room 2110)