**-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)