

- 1) A final report from Postdocs and a thesis from graduate students should be sent to me. All spectra should be attached as appendix.
The final report should be sent to me at least three days before your last day.
- 2) A list of compounds with structures, notebook numbers, and amounts should be generated. Compounds should be stored in vials (**not flasks**) in a box with your name. The box should be placed in the cold room. One copy of the list should be put into the box and the other copy should be handed to me.
- 3) Give me your notebooks with your name on the front and side, date on each page.
- 4) All original NMR data should be saved on the group computer under spectra/your name.
- 5) Return all commercial chemicals. (These should be done daily.)
- 6) Clean your desk, bench, and hood. You should not have anything in the -20 freezer.
- 7) Talk to Jenni Regan about departmental check out procedures.