# Exit talk checklist

Before graduation of a BSc-, MSc-, PhD student or leaving employee an exit talk will take place. Part of this exit talk as a goal is to check if everything is left behind well. This checklist will help supervisors to reach this goal. Only with a completely checked list the student can graduate.

Knowledge transfer to supervisor

Be removed from Brightspace for Thesis (ask the supervisor to do it)

Clean up cabinet: stock solutions, samples, other materials/solutions etc\*

Clean up fridge (4°C): solutions, samples, gels etc\*

Clean up freezer (-20°C): solutions, samples etc\*  
*Long term storage? Collect in grey box with lid, label with name, date, supervisor name and bring to long term -20°C freezer cell at Radix Klima*

Clean up -80°C freezer: samples etc\*  
 *Store long term- and back-up samples in Polaris East -80°C facility*

Make sure that a used reactor is in good working state with all probes etc properly stored

e-mail Miranda to be removed from mailing list

Return the locker key to Snezana

Back-up all data and share with supervisor + elabjournal:

Elabjournal

All data present in such a way that the supervisor can find information

All new protocols/procedures uploaded and shared with group

Inventory complete (-20°C, -80°C, ...)

Inform Wendy Evers to block account

Put labcoat in wash bag in coffee corner

Give pipette set to Wendy Evers

Cryopreserve important micro-algae cultures (Snezana Gegic)

\* if things need to be kept for later use by other people re-label with new name, end storage date and/or other responsible person

Comments: