

Beaudry Group Checkout Procedure

- 1. Your bench, hood, and desk must be completely cleaned off, equipment, chemicals, and other supplies are put away.**

Bench is clean	Initial:	Date:
Hood is clean	Initial:	Date:
Desk is clean	Initial:	Date:

- 2. All pure chemical samples must be either archived according to the Compound Collection Guidelines, or have been donated to another coworker.**

All pure samples have been archived	Initial:	Date:
Samples have been transferred to: _____	Initial:	Date:

- 3. Your notebooks and accompanying spectral data must be labeled on the spine (use the Group Template). The notebook must begin with a table of contents of all reactions, and the spectra must be 3-ring bound according to the notebook page.**

Notebooks and data are labeled	Initial:	Date:
Notebooks have table of contents	Initial:	Date:
All data are bound in appropriate order	Initial:	Date:

- 4. All characterization spectral data must be separated into folders for individual compounds (see Group Experimental Handout). Additionally, create a single PDF file for each compound's data and burn it to a CD.**

Hard copy spectral data is separated into folders	Initial:	Date:
PDFs are burned to a CD	Initial:	Date:

- 5. Your lab key must be returned to the key shop.**

Key was returned	Initial:	Date:
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- 6. You must email contact information to Chris for deposition on the Group Contact List file.**

Contact information was emailed	Initial:	Date:
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