

Radboud University Nijmegen

Checklist for leaving members of the Molecular Chemistry Cluster

All data removed from computers of the Cluster and placed onto CD (make 3 copies, one for your supervisor, one for your work group leader and one for the archive)

All equipment cleaned and returned to the appropriate place

Self made chemicals stored properly (in jars with label, do NOT leave anything in roundbottom flasks)

Make a sample file from your self made chemicals containing structures, purities, quantities and location

Chemicals from the Logistic center have to be send back

Door pass returned (door pass can be returned later if still needed)

Date:

Name (Leaving Member):

Name (Work Group Leader):

Signature

Signature
