

Required	
	Meet with Alice (6039 WIMR or alice@bme.wisc.edu) to confirm your last day and to determine whether you need to provide a resignation letter
	Safely and properly dispose of all of your solutions. Any solutions left behind for another MMB member should be re-labeled with that individual's name. Remember to check the refrigerator, freezer, fume hoods, acid, base and solvent cabinets. Inform Xiaojing about any solutions you are leaving in refrigerators or freezers.
	Dispose of materials that may pose a danger or are no longer needed (these include outdated chemicals or biological materials that have reached shelf life).
	Clean out shelf space, desk space, and/or cabinet space.
	Save all necessary computer files from all lab or desktop computers. Pass on relevant files to the appropriate individuals. Delete files after backups have been made.
	Turn in all keys, lab notebooks, books, tools, equipment original computer software or supplies ordered with university funds to Alice (do not give them to other lab members, these tools may be needed for an incoming student).
	Schedule a time to meet with Dave to wrap-up any loose ends.
	Go to lunch with your co-workers, we will miss you...