

## The termination of employment - Check out list

1. All scientific results obtained during your employment needs to be archived at Linköping University. Leave binders with your data. Label them with your name, project name and year.
2. Put your data on USB memory card. Remove all your data files from computer and fillager after you have made copies, your own as well as all other(image computers, flow cytometry computer etc).
3. Archiving: contact IKE registrarator.
4. Biobank: if you have biological samples that are regulated by the laws and regulations that control national biobanks, contact the responsible person at IKE for information.
5. Clean and leave your desk and throw away all papers etc. that you do not have use for. Empty the drawers.
6. Go through the fridges and freezers. Throw away buffers, cell culture media. If you have special chemicals or solutions that someone else could have use for, show them to your group. Clean up your chemicals from the lab. before you leave.
7. Return you entrance card and keys.

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### Statement

Mark the boxes if you have fulfilled the demand

I have:

- |   |                          |
|---|--------------------------|
| 1. Left all experimental raw data in labeled binders                    | <input type="checkbox"/> |
| 2. All data on USB memory, labeled them and left them at the department | <input type="checkbox"/> |
| 3. Taken copies of all data on computers and removed my files           | <input type="checkbox"/> |
| 4. Emptied and cleaned my desk  | <input type="checkbox"/> |
| 5. Emptied fridges, freezers from my things and thrown away solutions   | <input type="checkbox"/> |
| 6. Returned my entrance card and keys                                   | <input type="checkbox"/> |
| 7. Left biobank samples according to regulations                        | <input type="checkbox"/> |
| 8. Archived original research data                                      | <input type="checkbox"/> |
| 9. Returned my computer and mobile phone                                | <input type="checkbox"/> |

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Name and date