**Lab/Project Shutdown Procedures**

This sheet is to be filled out and discussed with the RSO before project shutdown is complete.

Date: Phone:

Project manager: Email:

Experiment #:

**Storage and Sample Space:**

1. Is anything currently being stored in fridges, freezers, the drying room, or other storage areas? \_\_\_\_\_

If yes continue below, if no skip to question 4.

1. What are the long term plans for these items? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Are these items properly labeled? \_\_\_\_\_\_\_\_\_\_\_
2. Will you need more space to keep samples? \_\_\_\_\_\_

If yes continue below, if no skip to question 4.

1. Do you need fridge or freezer space? \_\_\_\_\_\_
2. If yes, how much space? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Do you need cold storage for biomass or equipment? \_\_\_\_\_\_
	1. If yes, how much space? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Do you need other storage? \_\_\_\_\_\_
	1. If yes, what kind of space and how much? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Are the samples/biomass properly labeled with experiment #, date samples were taken, date for removal, and contents? \_\_\_\_\_\_\_
2. Do you have any equipment/supplies that will stay as Cedar Creek equipment? \_\_\_\_

**Hazardous Waste:**

1. Do you have any chemicals or hazardous waste left? \_\_\_\_\_\_

If yes continue below, if no skip to question 14.

1. Are all of the chemicals and hazardous waste containers properly labeled? \_\_\_\_\_\_

See the RSO for supplies and to answer any questions.

1. Are all chemicals and hazardous waste containers tightly sealed? \_\_\_\_\_\_
	1. If no or you are not sure, please check to make sure they are.
2. Is everything properly stored in the proper cabinets and containers? \_\_\_\_\_\_\_
	1. If no, please contact the RSO to make sure proper storage protocols are followed.

**Note\* If you have chemicals please talk to the RSO about removal or storage of these chemicals.**

**Field Site:**

1. Has everything been removed from the field for this experiment? \_\_\_\_\_\_

If no continue below, if yes skip to question 19.

1. What is being left in the field? Rebar, pvc etc. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Where is the experiment location? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Does the information manager have the GPS coordinates of the experimental area? \_\_\_\_\_\_
2. Are you planning to come back to resample in the future? \_\_\_\_\_\_

**Information Management:**

1. Does the information manager have all data and protocols from the experiment? \_\_\_

If no continue below, if yes skip to question 1.

1. Describe all datasets yet to be submitted. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. What is the expected timeline for data submission? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Who will be responsible for submitting data? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Are you leaving your current position? If so, how can we contact you? \_\_\_\_\_\_\_\_\_\_\_

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