## Laufzettel TS Group for interns (incl BScs, F-Praks)

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| Aktion | **Ausgabestelle** | **Bei Eintritt** | **Bei Austritt** |
| **Schutzkleidung** (if needed)  **Locker for clothes** (optional) | Zuständige/r (Group Job Labcoat / goggles)  Lehrstuhl-Secretary (Lockers) | Erhalt bestätigt (intern)    Datum Unterschrift | Rückgabe (GroupJob / Sec)    Datum Unterschrift |
| **Platzübergabe ordnungsgemäß**  clean lab and desk space. | => Supervisor | Erhalt bestätigt (intern)    Datum Unterschrift | *see section* ***Exiting*** |
| **Arbeitssicherheit:**  **Sicherheitsunterweisung am Arbeitsplatz** and Accident/Emergency procedures | **Lab Safety intro by labmates** (in each lab: emergency/medical supplies, fire equipment, Verhalten im Brandfall, Flucht- und Rettungswege, usw)  **Online Safety readthrough** (group website at ~/Resources/Safety) | **Authorisations: Allmendinger (Chem/procs) & Ahlfeld (Bio)**  **Date:\_\_\_\_\_\_ Sig \_\_\_\_\_\_\_\_\_\_\_LA**  **Date:\_\_\_\_\_\_ Sig \_\_\_\_\_\_\_\_\_\_\_JA** | **-** |
| **special safety topic?**  (Laser safety, Mutterschutz, etc) | *specify:* | Name:  Date: Sig: | **-** |
| **Unterschrift Supervisor im Auftrag von OTS** | Alle vorgeschriebenen Unterweisungen wurden ordnungsgemäß durchgeführt | Name:  Date: Sig: | **-** |
| **Introductions**  **Journal** for Journal Flash (OTS)  : | **Visit Chemausgabe/Post office**  **Meet** KW / KH / tour the floor  **Intro** yourself @ group meeting | Approved, supervisor:  Date: | **-** |
| **==> your Arrival tasks are now complete / Laufzettel to supervisor (due: end of the first week of joining the lab)** | | | |
| **Exiting** | Clean lab and desk spaces | Datum Unterschrift (intern) | Datum Sig Supervisor |
| All physical materials, samples, lab books stored correctly; make a list of what you left and where it is. All compounds in labelled vials (cpd, amt, structure), nothing in flasks. Only chemicals that will be needed in future work or have not yet been published should be left behind. Storage in a designated fridge/box. | | Datum Unterschrift (intern) | Datum Sig Supervisor |
| All electronic files backed up and e-copy deposited with supervisor: (1) thesis; (2) list of what you leave behind; (3) e-journal / Benchling exports and/or lab book scans; (4) primary data, organised into project/papers (spectra etc). | | Datum Unterschrift (intern) | Datum Sig Supervisor |
| Complete an exit talk to the group to summarise what you did.  *To sign off on your Praktikum or to provide positive letters of recommendation you must cleanly complete your exit from the group.* | | **==> Laufzettel to supervisor** | **Exit tasks completed**  Datum Sig Supervisor |