



*Office of Laboratory Counsel
Intellectual Property*
Los Alamos, New Mexico 87545
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SUBJECT: Departing Technical Employee Disclosure Obligations

It is the responsibility of every Los Alamos National Laboratory technical employee prior to departure to submit outstanding invention or copyright disclosures to the LANL Technology Transfer (TT) Office, and to deliver all technical information and data to their Laboratory manager prior to terminating employment at the Laboratory. Your obligation to disclose all work related intellectual property and technical data before leaving is required by your employment agreement and the LANL Administrative Manual sections AM 713, AM 113.

Prior to your departure you must do the following:

1. Deliver all Laboratory Notebooks or other documentation media, including but not limited to, computer data files, laptop computer notebooks, unpublished reports and other compilations of notes and files of technical data to your Group Leader or Manager. An acknowledgment signed by your Group Leader or Manager is required prior to termination (departure checklist).
2. Complete and file disclosure forms for any and all invention and software disclosures to TT. See <http://int.lanl.gov/orgs/ibd/patents2.htm> for specific submission forms and assistance.

IT IS A FEDERAL CRIME TO MISUSE GOVERNMENT PROPERTY. INTELLECTUAL PROPERTY AND TECHNICAL DATA DEVELOPED DURING YOUR EMPLOYMENT AT THE LABORATORY IS GOVERNMENT PROPERTY. FAILURE TO DISCLOSE INVENTIONS, SOFTWARE, OR DELIVER LABORATORY NOTEBOOKS AND TECHNICAL DATA, SUBJECT YOU TO LEGAL LIABILITY. USE OF LABORATORY INTELLECTUAL PROPERTY WITHOUT PERMISSION IS PROHIBITED.

Contact the Office of Laboratory Counsel, Intellectual Property Group for questions regarding your employee disclosure obligations.

Cy: LC/IP
TT, MS C334