Checklist for Departing MVZ Students and Postdocs

CURATORIAL
Specimens:
Have you prepared all specimens for deposit here? Yes □ N/A □
   • If not, have you made plans with the collection curator? Yes □ N/A □
Have you given all prepared specimens for deposit here to the collection curator? Yes □ N/A □
Have you made arrangements for any non-MVZ specimens? Yes □ N/A □

Tissues:
Have you given all tissues for deposit here to the collection curator? Yes □ N/A □
Have you made arrangements for any non-MVZ tissues? Yes □ N/A □
Have all MVZ tissues been returned to the collection? Yes □ N/A □

Digital Media:
Are there other materials that you wish to deposit here (e.g., audio, video, images)? Yes □ N/A □
Have you discussed these media with the collection curator? Yes □ N/A □

Permits:
Have you given copies of all relevant permits to the collection curator? Yes □ N/A □

Fieldnotes and catalog:
Have you left original fieldnotes and catalog with the collection curator? Yes □ N/A □
Have you made copies of your notes and catalog for your own use? Yes □ N/A □
Have you discussed your specimens and data with the collection curator? Yes □ N/A □
Curator Verification: ______________________________

MOLECULAR LAB:
Have you completed the EGL Departing Researcher Checklist? Yes □ N/A □
Lab manager verification: ______________________________

MVZ - GENERAL
Equipment:
Have you returned all borrowed equipment to the MVZ (e.g. traps, GPS)? Yes □ N/A □

Office:
Have you cleaned out your mailbox (front office) and your office/personal space? Yes □ N/A □
Have you returned your brass keys? Yes □ N/A □
Have you submitted all remaining reimbursement requests in BearBuy? Yes □ N/A □
Have you approved your final timesheet in CalTime? Yes □ N/A □
Have you submitted your information for the annual report? Yes □
Have you left your forwarding address and non-berkeley email with the front office? Yes □
Do you want to continue receiving MVZ seminar and public event announcements? Yes □ No □

Library:
Have you returned any books, journals, or reprints borrowed from the MVZ library? Yes □ N/A □
Have you checked with the Archivist to determine if any other records need to be deposited? Yes □ N/A □
Submit a bound copy of thesis to MVZ Yes □ N/A □

Student/Postdoc Name: ______________________ Signature: ______________________________ Date: __________
Faculty Advisor Name: ______________________ Signature: ______________________________ Date: __________

Submit form to the MVZ Front Office Manager. 11/3/2017