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 (see Leleña)  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 ☐

Student/Postdoc Name: ____________________________ Signature: ____________________________ Date: ___________

Faculty Advisor Name: ____________________________ Signature: ____________________________ Date: ___________

Submit form to Leleña Avila in the Front Office  8/1/2016