## Checklist for Departing MVZ Students and Postdocs

### Curatorial

#### Specimens:
- Have you prepared all specimens for deposit here?  
  - If not, have you made plans with the collection curator?  
- Have you given all prepared specimens for deposit here to the collection curator?  
- Have you made arrangements for any non-MVZ specimens?

#### Tissues:
- Have you given all tissues for deposit here to the collection curator?  
- Have you made arrangements for any non-MVZ tissues?  
- Have all MVZ tissues been returned to the collection?

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

#### Permits:
- Have you given copies of all relevant permits to the collection curator?

#### Fieldnotes and Catalog:
- Have you left original fieldnotes and catalog with the collection curator?  
- Have you made copies of your notes and catalog for your own use?  
- Have you discussed your specimens and data with the collection curator?

### Molecular Lab:
- Have you completed the EGL Departing Researcher Checklist?

### MVZ - General

#### Equipment:
- Have you returned all borrowed equipment to the MVZ (e.g., traps, GPS)?

#### Office:
- Have you cleaned out your personal space, or made plans for others to do so?  
- Have you returned your brass and card keys?  
- Have you submitted all remaining reimbursement requests in BearBuy?  
- Have you approved your final timesheet in CalTime?  
- Have you completed a departure form in the front office (incl. forwarding address and email)?

#### Library:
- Have you returned any books, journals, or reprints borrowed from the MVZ library?  
- Have you checked with the Archivist to determine if any other records need to be deposited?

### Curator Verification:

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### MOLECULAR LAB:

- Have you completed the EGL Departing Researcher Checklist?

### Lab Manager Verification:

### MVZ - General:

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- Have you returned all borrowed equipment to the MVZ (e.g., traps, GPS)?

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- Have you returned any books, journals, or reprints borrowed from the MVZ library?  
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### Student/Postdoc Name: ____________________ Signature: ____________________ Date: __________

### Faculty Advisor Name: ____________________ Signature: ____________________ Date: __________

Submit form to Leleña Avila in the Front Office  

10/22/2015