

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: _____