



DEPARTMENT OF EARTH & ATMOSPHERIC SCIENCES

FINAL CHECKOUT LIST

Name: _____

Date: _____

Before your final departure from the department, please ensure that you have attended to the following items. **All signatures are required** with the departmental signature being last.

All borrowed material/equipment has been returned:

- Off campus equipment
Shyra Craig (1-26 ESB, ph 23265) Signature:
- Other (microscopes, field equipment, safety kits, inventory)
David Chesterman (CCIS L1-272, ph 28494) Signature:
Peter Carlson (2-107 Tory, ph: 2-6443)

Thesis samples, stored and borrowed material:

- A thesis collection (where applicable) of one box, sorted and documented has been deposited with the collections coordinator.
- All excess thesis material and personal effects have been removed from department storage areas and properly disposed of.

Please contact the Collections Manager for advice about thesis collection and disposal of excess materials.
Lisa Budney (B-01A ESB, ph 780-288-0109) Signature:

- Specimens borrowed from other institutions have been returned:**
Supervisor: Signature:

- Have all chemicals and dangerous goods purchased in regards to your thesis been properly disposed of OR been transferred to the custody of your supervisor?**
Diane Caird (B-02A ESB, phone 21122) Signature:
David Chesterman (CCIS L1-272, ph 28494) Signature:

- Is your office space clean and free of personal items, specimens, chemicals, and hazardous goods?**
Diane Caird (B-02A ESB, phone 21122) Signature:
David Chesterman (CCIS L1-272, ph 28494) Signature:

- Assigned keys have been returned and deposit returned:**
Shyra Craig (1-26 ESB, ph 23265) Signature:

Graduate Program Administrator:

- Arrangements are in place for EAS to receive one bound and one electronic copy or CD of your completed thesis (copy of receipt from printer for hard copy is required).
- Update your address via beartracks if it has, or will, change.
René Gobeil (1-26A ESB, ph 23329) Signature:

Assistant Chair - Administration

- All items have been checked and accounted for.
Mary-Jane Turnell (1-26B ESB, ph 23216) Signature:

PLEASE RETURN THE COMPLETED FORM TO THE GRADUATE PROGRAM ADMINISTRATOR
Revised: January 2, 2013