

# AFNS Graduate Student – Check out list

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All graduate students who are finishing their program must complete the check off list below, obtain supervisor's signature and submit to 410C AgFor Centre with keys in order to obtain the key deposit.

Student Name: \_\_\_\_\_

- Dispose of cultures and other samples no longer needed
- Leave labeled cultures and samples with supervisor
- Burn all computer data to CD and leave with supervisor
- Leave lab books with supervisor and remove loose notes recorded on paper towels
- See Urmila Basu about discarding hazardous materials left over from project (e.g. chemicals, waste)
- Clean out desk, bench, cupboards, drawers, fridges, incubators.
- Return library books to the library, department theses to Graduate Program Administrator (2-10 Ag/For Centre) and all books borrowed from others
- Give lessons on how to use certain equipment/perform experiments
- Clean out locker
- Clean desk, file cabinet and bookshelf of all personal belongs in desk/office space and inform EA in 4-10 AgFor when the desk is free.
- Return keys and signed check out list to the EA in 410 Ag/For Centre for refund of deposit

\_\_\_\_\_  
Supervisor Signature

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Date