

### Chemical & Materials Engineering Department Researcher Exit Checklist

This checklist has been prepared by the CHME Faculty to assure a smooth transition from the department. This list must be completed with appropriate signatures at completion of the program in Chemical Engineering to prevent delays in the assignment of the degree.

#### Department Administrative Assistant (Carol Dyer)

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

Signature \_\_\_\_\_

date: \_\_/\_\_/\_\_

- departmental keys returned
- Shires Library materials returned

#### Department Lab Manger (Meng Zhou)

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

Signature \_\_\_\_\_

date: \_\_/\_\_/\_\_

#### Freeport-McMoran Lab Manager (Mark Chidester)

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

Signature \_\_\_\_\_

date: \_\_/\_\_/\_\_

#### Research Advisor

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

Signature \_\_\_\_\_

date: \_\_/\_\_/\_\_

- chemical inventory disposition
- chemical waste disposal
- laboratory cleanup
- borrowed items returned

#### NMSU Librarian

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

Signature \_\_\_\_\_

date: \_\_/\_\_/\_\_

- no outstanding NMSU Library resources

#### Department Head

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

Signature \_\_\_\_\_

date: \_\_/\_\_/\_\_