



RESEARCH PROJECT RELEASE FORM

This form should be completed, signed by you and your supervisor on completion of laboratory work. The completed form can then be given to the Chemistry Office 18.102

Name: _____ Location: _____

Date Commenced: _____ Completion Date: _____

Supervisor/s: _____

Please circle

340 Hons MSc PhD Post. Doc. Other: _____

SECTION A: COMPLETED BY LABORATORY RESEARCHER

I have :-

- Checked and cleaned my work area, including benches, fume-hoods, ovens, freezers and refrigerators.
- Washed and stored glassware.
- Correctly labelled and disposed of waste, including unwanted products.
- Evaluated chemicals in my use, ensuring correctly labelled and updated laboratory register.
- Returned all chemicals to correct storage area.
- Returned all borrowed equipment
- Reported any malfunctioning items to the John Korth / Sandra Chapman
- Returned all School keys / swipe cards
- Paid all outstanding Departmental fees (photocopying / printing / fax).

Name: _____ Signature: _____

SECTION B: COMPLETED BY LABORATORY SUPERVISOR

I have inspected the work area used for the listed project (in the company of the researcher) and I am satisfied that the researcher has complied with all of the requirements of the release form.

Supervisor's Signature: _____ Date: _____

Office Use Only: email list phone list web page noticeboard