**RESEARCH PROJECT RELEASE FORM**

This form should be signed by you, your Supervisor and relevant Area Supervisors on completion of your research project. Please then forward to the School Office for archiving.

Name: ______________________ Location/s: ______________________
Completion Date: _______________ Supervisor/s: ______________________

SECTION A: SPECIFIC AREAS

In **wet laboratories** where I worked, I have:
- checked and cleaned my immediate work area/s
- correctly disposed of waste (labelled appropriately if hazardous)
- returned all borrowed equipment or material
- returned all chemicals to correct storage area, where relevant
- reported any malfunctioning items to the relevant Laboratory Manager.

<table>
<thead>
<tr>
<th>Laboratory – Room No</th>
<th>Area Supervisor</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

In the **Field Equipment Store** I have:
- assessed and removed samples located in Core Cutting room
- assessed, correctly labelled material to be kept with Supervisor’s permission or disposed of samples within the Cool room
- returned all field equipment.

Brent Peterson ______________________
For **Geological Samples** I have:

- discussed with my Supervisor, assessed and appropriately removed all material which is not to be permanently archived.
- correctly labelled material to be archived with UOW numbers available from Penny.
- submitted archive material to Penny.

Penny Williamson _________________________

In the **Spatial Analysis Laboratory G03 or Spatial Data Laboratory G03B** I have:

- ensured that data has been properly described and archived
- returned any borrowed equipment.

Heidi Brown _________________________

I have returned all **keys**, including any **locker keys**:

SEES Administration _________________________

**SECTION B: COMPLETED BY ACADEMIC SUPERVISOR**

I have discussed requirements with the researcher for project release and am satisfied that the researcher has complied with School Policy.

Supervisor’s Signature:

Date:

Further Comment:

14 July 2015