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.

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<tr>
<th>Laboratory – Room No</th>
<th>Area Supervisor</th>
<th>Signature</th>
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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: