

**DEPARTMENT OF CHEMICAL & PROCESS ENGINEERING  
RESEARCH EQUIPMENT CLEARANCE SHEET**

Student's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Lab/Area \_\_\_\_\_

Project: \_\_\_\_\_

- If you have been using a laboratory during your research project please clean all working areas and equipment used and return the equipment to the appropriate persons, indicated below.
- Obtain their signatures to show that this has been carried out satisfactorily.
- Electronic files such as excel spreadsheets, pdf interloans and EndNote must also be given to your supervisor.

Item	Name	Signature
Lab Workbooks and Electronic Files	Supervisor	
Lab/Area & Equipment Clean & tidy	Supervisor	
Chemicals	Michael Sandridge Rayleen Fredericks	
Electrical & Instrumentation Equipment	Electrical Workshop	
Mechanical Equipment	Mechanical Workshop	
Safety Equipment – including glasses	Glenn Wilson	
Tracked Chemical sheets	Glenn Wilson	
Orange Card & MSDS Pink folder	Garrick Thorn	
Discuss samples with supervisor	Supervisor	
Complete Exit Survey	Jo Pollard	
Complete Course Survey	Jo Pollard	

**NON UC Email contact:**