

# Management of Laboratory Facilities

## Researcher Sign-Off Form

Researcher Name:

Home Institution (if not University of Aberdeen):

Host/Supervising Staff Member:

Laboratory:

Project Title:

Period of Visit (please provide dates):

Declaration\*:

.....(insert researcher name) has now completed their period of research under my supervision. All glassware has been cleaned and either returned to the department stores or has been removed from bench tops for storage in designated storage facilities within the laboratory. Chemicals remaining, including solvents, have been returned to stores or they have been stored, suitably labelled, in a designated chemical storage area in the laboratory. All bench areas used have been cleared and cleaned. All keys held by the researcher have been returned to the Department Office.

Signed ..... (Host/Supervising Staff Member)

Date .....

\*All researchers are obliged to maintain high standards of laboratory housekeeping and safety during their use of facilities in the Department of Chemistry. Details of best practice are to be found in the Department's Code of Practice for Health & Safety. *It is the responsibility of supervisors/host academics* to ensure that laboratory facilities are used with care by research visitors and students at postgraduate and undergraduate levels, *and* that areas of use are cleared at the end of the research period.

Undergraduate students must bind this declaration into their project/practical reports. Please note that postgraduate students will not be permitted to undergo *viva voce* examination without presentation of the above, *signed* declaration. Any keys held by postgraduate students can be retained until *corrected* theses are submitted. Final thesis submission is conditional upon return of keys as confirmed by internal examiners.