

DE LA SALLE UNIVERSITY

GOKONGWEI COLLEGE OF ENGINEERING
CIVIL ENGINEERING DEPARTMENT
LABORATORY ENTRY, HANDLING, AND DISPOSAL OF MATERIALS FORM

Instructions:

1. This Form applies to all Undergraduate and Graduate Civil Engineering Students and other laboratory patrons.
2. Only groups who have successfully accomplished the Google Form will be allowed to bring materials in the laboratory. The emailed responder's copy of the response should be presented to the CE Laboratory Technician upon the Entry Date and Time.
3. The approved hard copy of this Form should be presented to the CE Laboratory Technician upon the Entry Date and Time.
4. Any material brought to the laboratory should be disposed of by the Requesting Party. Groups/individuals abandoning materials in the laboratories **will not be allowed to bring any material to the laboratory and will be denied the Laboratory Clearance.**
5. Every material brought to the laboratory should **always** be declared.
6. The scanned hard copy of this Form wherein the **DISPOSAL OF MATERIALS** portion was accomplished, should also be uploaded in the initially filled-out Google Form at the Disposal Date and Time by editing the response. **The Laboratory Clearance will automatically be denied if the Requesting Party fails to update the Google Form.**

REQUESTING PARTY

Name of Student/Patron Representative (Last, First M.I.)		Activity and Course Code	
ID Number	Laboratory Room Number	Email Address	

REQUEST FOR ENTRY OF MATERIALS

Entry Date and Time			
Item Description	Quantity	Item Description	Quantity
1.		6.	
2.		7.	
3.		8.	
4.		9.	
5.		10.	
(1) Prepared by (Student/Patron Representative)		(2) Noted by (Adviser/Project Leader)	
_____ Signature over Printed Name and Date		_____ Signature over Printed Name and Date	
(3) Checked by (CE Laboratory Technician)		(4) Approved by (CE Laboratory Coordinator)	
_____ Signature over Printed Name and Date		_____ Signature over Printed Name and Date	

DISPOSAL OF MATERIALS

Disposal Date and Time			
Item Description	Quantity	Item Description	Quantity
1.		6.	
2.		7.	
3.		8.	
4.		9.	
5.		10.	
(1) Prepared by (Student/Patron Representative)		(2) Noted by (Adviser/Project Leader)	
_____ Signature over Printed Name and Date		_____ Signature over Printed Name and Date	
(3) Cleared by (CE Laboratory Technician)		(4) Noted by (CE Laboratory Coordinator)	
_____ Signature over Printed Name and Date		_____ Signature over Printed Name and Date	