Institute for the Environment

Environmental Central Facility Policies and Rules for using ENVF's Equipment

- All HKUST members are welcome to use ENVF's service.
- ENVF and the University (HSEO) safety regulations must be strictly followed when using the service.
- Access to ENVF laboratories will be monitored by electronic card lock system. Activity inside specify ENVF laboratories will be monitored by CCTV.
- ENVF reserves the right to ask users to cease the usage of ENVF laboratories/equipment at any time due to non-compliance and/or due to an emergency situation including task demands.
- For details of Service please contact: Mr. H S Tsui (Ext 6913) or Mr. K.L. To (Ext 8875).

Rules:

- 1. No hazardous experiments will be allowed in ENVF laboratories unless permission is granted by ENVF and HSEO in advance.
- 2. Only Qualified Registered User can use ENVF's equipment. To become a registered User, he/she must be: (i) a frequent laboratory user in his/her own department, (ii) has completed all necessary HSEO Mandatory Safety Training Course, and (iii) fill in ENVF's "User Registration Form".
- 3. Equipment will be on a first come first serve basis. Advance booking will be recommended.
- 4. For several specific new equipment, besides of the basic consumables charges, a nominal equipment charges will be required to maintain the equipment.
- 5. For general equipment, users are responsible for consumables required for their experiments. ENVF will not supply any non-equipment related consumables to users. The cost of the equipment related consumables will be charged back.
- 6. Users will be fully responsible for any damage occurred during experiment. (normal wear and tear excepted).
- 7. Users must log in the **Instrument Usage Record Book** before and after their experiments. Report any problem or damage to ENVF staff immediately.
- 8. Users must keep the equipment and facility clean and tidy.
- 9. ENVF does not have any responsibility to protect and store the data generated from ENVF equipment. Users are recommended to backup and store their data in a safe place immediately.
- 10. The office hours of the equipment are 9:00 to 12:30, 14:00 to 17:15 on weekdays. No one is allowed to work after office hours unless permission is granted from ENVF.

Additional Rules for Non-Office Hours Users

- 11. Experiments outside office hours are strongly discouraged due to safety reason. However, in case that experiments cannot finish within office hours, the following special arrangements will be required:
 - (a) Users are required to fill in the **Extended Working Hours Form** prior to work outside non-office hours.
 - (b) A card key will be issued to User; he/she must take good care of it. Card key must be returned in the morning of next working day or after the completion of experiment.
 - (c) Users are not allowed to lend the card key to other person or bring other person into the facility without prior written approval from ENVF.
 - (d) Users are only authorized to use particular equipment. They cannot use other equipment without prior approval form ENVF.
 - (e) Users must make sure that the equipment is shut down, lighting is switched off and the door is closed before he/she leaves the room.