

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 is monitored by electronic card lock system while the activity inside the specific ENVF laboratories is continuously 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. K.L. To (Ext 8875) or Mr Claisen Yeung (Ext 8876)

Rules:

1. No hazardous experiments will be allowed in ENVF laboratories unless permission is granted by ENVF and HSEO in advance and proper safety measures are implemented.
2. Only Qualified Registered Users are allowed to use ENVF's equipment. To become a registered User, he/she (i) must be a frequent laboratory user in his/her own department, (ii) has completed all necessary HSEO Mandatory Safety Training Course, and (iii) have completed the ENVF's "User Registration Form".
3. In general, usage of equipment will be charged to recover the cost of the basic consumables. But for several specific new equipment, users are also required to pay nominal equipment charges for maintaining the equipment, besides of the basic consumables charges. The charging rates can be found at the equipment page (http://envf.ust.hk/equipment_list.html).
4. Usage of equipment will be on a first-come-first-serve-basis. Booking in advance is recommended. ENVF has implemented an online equipment booking system, which can be accessed via the equipment page (http://envf.ust.hk/equipment_list.html). Be reminded that booking can only be made within ONE month. Cancellation of the booking must be made at least 24 hours in advance, or elsewhere, charges on the usage will be made to the users according to the booking record. Users have to make sure that the information they provide for the booking is accurate and valid.
5. For general equipment, users are responsible for consumables required for their experiments. ENVF will not supply any non-equipment related consumables to users. Back charges on the cost of the equipment related consumables are usually made to the user when they have completed the experiments at the end of the month or on a regularly monthly basis, whichever is more appropriate.
6. Users will be fully responsible for any damage occurred during experiment, with normal wear and tear excepted.
7. Users MUST log in the Instrument Usage Record Book in CLEAR and READABLE WORDS before and after their experiments. Users MUST make sure that the information they put in the record is accurate and valid. Users MUST report any problem or damage of the equipment and/or ENVF facility to ENVF staff immediately once they occur.
8. Users MUST keep the equipment and facility clean and tidy.

9. ENVF does not have any responsibility to protect and archive the data generated from ENVF equipment. Users are recommended to backup and store their data in a safe place.
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 has been obtained 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 be finished within office hours, the following special arrangements will be required:
 - (a) Users are required to obtain and complete the Extended Working Hours Form prior to work outside office hours.
 - (b) A card key will be issued to User and he/she **MUST** take good care of it. The 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 the particular equipment that they have booked for the specific time. They are not allowed to use other equipment without prior approval from ENVF.
 - (e) Users **MUST** make sure that the equipment is properly shut down, lighting is switched off (after office hours) and the door is closed before he/she leaves the room.