

Environmental Central Facility

Equipment Request Form for GC - MS

User Name :	Tel :	E-mail :
Department :		
Status : <input type="checkbox"/> Staff <input type="checkbox"/> PG	Staff/Student ID No. :	
Purpose :		
Project No. :	Type of Project Related : <input type="checkbox"/> RGC <input type="checkbox"/> UGC <input type="checkbox"/> Government <input type="checkbox"/> Industry <input type="checkbox"/> Others	
Expected starting time and duration :	From :	To :
Are you a Qualify Registered User ¹ ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you familiar with the equipment ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Work outside Office Hour ² ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Reasons :		
Remarks :		
<p>(1) A Qualified Registered User must be : (i) a frequent laboratory user in his/her own department, (ii) completed all necessary HSEO Mandatory Safety Training Course, and (iii) filled in ENVF's "User Registration Form".</p> <p>(2) An "Extended Working Hours Request Form" must be filled in to obtain approval prior the non-office hour work start.</p>		
Charging Rate (for HKUST community only) :		
<p>(1) Nominal equipment charge : HKD\$50.00 per day. Minimum duration is one day. Duration will be rounded up to next nearest day.</p> <p>(2) Consumables charge : HKD\$73.00 per day. Minimum duration is one day. Duration will be rounded up to next nearest day.</p> <p>(3) Total minimum charges per day is HKD\$123.00.</p>		

Request confirmed by User's Supervisor

Name : _____ Tel : _____ E-mail : _____

Account No. to be charged : _____

Signature : _____ Date : _____

Please return the completed "Request Form" to room 4107