

Environmental Central Facility

Equipment Request Form for ICP - OES

User Name :	Tel :	E-mail :
Department :		
Status : <input type="checkbox"/> Staff <input type="checkbox"/> PG Student	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
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>		
Charging Rate (for HKUST community only) :		
<p>(1) Nominal equipment charge : HKD\$50.00 per usage per day.</p> <p>(2) Consumables charge : HKD\$96.00 per hour. Duration will be rounded up to next nearest hour. No minimum duration is required.</p> <p>(3) Total minimum charges per hour is HKD\$146.00. Charges per 2/3/4/5/6/7/8 hours are HKD\$242.00/338.00/ 434.00/530.00/626.00/722.00/818.00 respectively.</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.