

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.
- Both the ENVF user regulations and the University (HSEO) safety regulations must be strictly followed when using the equipment and services.
- Note that the access to ENVF laboratories is monitored by electronic card lock system while all the activities inside the specific ENVF laboratories are being 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.
- For details of the ENVF Equipment and Services, please contact: Ms Jia GUO (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 should be implemented during the experiments.
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 the necessary HSEO Mandatory Safety Training Courses, and (iii) have completed the ENVF's "[User Registration Form](#)".
3. In general, usage of equipment will be charged to recover the basic operation cost like consumables. But for several specific new equipment, users are also required to pay nominal equipment charges for maintaining the equipment, besides of the basic consumable 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-served-basis. Booking in advance is recommended and needed for the major equipment in the equipment page through which the online equipment booking system can be accessed (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. Any problem or damage of the equipment and/or ENVF facility must be reported to ENVF staff immediately once they occur.

8. Users MUST keep the equipment and facility clean and tidy.

9. All consumables, experimental set up and chemicals must be taken away from ENVF after use. If temporary storage is required, ENVF staff must be notified with a form. The consumables/chemicals must be properly labelled with user name/email and the date these consumables/chemicals will be removed. In addition, they must be properly contained in a tray. Any consumables/chemicals that left behind in ENVF will be disposed immediately without prior notice. ENVF reserve the right to reject any storage application.

10. ENVF does not have any responsibility to protect and archive the data generated from ENVF equipment. Users are recommended to back up and store their data in a safe place.

11. 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

12. Experiments outside office hours are discouraged due to safety reason. However, users can apply a permission to work outside-office hour in ENVF provided that user's supervisors agree the arrangement. The whole idea is that their supervisors know where their subordinate might be working after office hour and the supervisors should aware of the responsibility of the user's safety especially after office hour in ENVF as no staff will be available to assist.

- a) Users are required to obtain and complete the [Extended Working Hours Form](#) prior to work outside office hours. Editable PDF form can be download from ENVF WEB page.
- b) The users should not work alone in ENVF. They should work at least in pair and notify their supervisors that they are working in ENVF
- c) 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 booking.
- d) 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.
- e) The permission is valid for a maximum of six months only. Users are required to resubmit the application every six months if they require to work after office hour.

Additional Rules for UG users

13. Normally, undergraduate students, who are not Qualified Registered Users are not allowed to use/operate the ENVF equipment/facility and stay in the ENVF Laboratory on their own. They will be allowed to stay in the ENVF Laboratory to do experiments and use the equipment only when they have obtained the special permission from ENVF and they will be accompanied by at least ONE Qualified Registered Users throughout their stay in ENVF Laboratory.

Disciplinary Actions

14. Any users who violate the rules will be given written warnings and may be banned from using the ENVF facility.

- 1st time violation: written warning, which will also be circulated to the respective supervisor
- 2nd time violation: banned from using ENVF facility for ONE to THREE months (and need to re-take training on the equipment), depending on the severity of the case and upon the discretion of ENVF Director
- 3rd time violation and above: banned from using ENVF facility for THREE or more months (and need to re-take training on the equipment) or even permanently, depending on the severity of the case and upon the discretion of ENVF Director

Dear ENVF Lab Users,

In view of a recent reported case on unauthorized access and improper use of a major analytical equipment in ENVF Laboratory, we would like to remind all ENVF users that they must strictly observe the ENVF user regulations and rules when they use the equipment and services in ENVF Laboratory, and in particular, the following points:

1. Never share your access ID cards to others for access to ENVF Laboratory.
2. Make proper booking before you use any equipment and only use the equipment in the period booked. Be reminded that some equipment is not available for use after office hours when our technical staff is off due to safety concerns.
3. Use of equipment outside booking period is strictly prohibited.
4. No major analytical equipment should be left unattended when it is turned on, unless with prior exception approval from ENVF technical team.

Please note that a first-time violation will result in a warning and notification to supervisors. Subsequent violations may lead to a suspension of equipment access for 1-3 months or longer depending on the times of violation and the severity. Your cooperation is vital for maintaining a safe and effective user laboratory in ENVF Laboratory.

Thank you for your attention.

Sincerely,

ENVF Lab Management
