UNIVERSITI MALAYA | FAKULTI SAINS *Faculty of Science*

LABORATORY USAGE APPLICATION FORM AFTER OFFICE HOURS

Laboratory Information

Laboratory Name : _____

Department : _____

Applicant Information

Name: _____
Matric No.: _____
Department: _____
Handphone No. : _____
Email: _____
Type of Research: ☐ Undergraduate ☐ Master's ☐ PhD ☐ Others
Applicant's Signature: _____

Accompanying Person Information

Name of Accompanying Person: _____
Status (Postgraduate / Supervisor / Others): _____

I accept full responsibility for any damage to university equipment or property during my use of the laboratory from _____/_____/_____to ____/____/ _____.

I also pledge to ensure a safe and conducive working environment and will report any hazards, damage, or missing items to the lab staff in charge. I understand and agree to abide by the rules stated in the Policy for Laboratory Usage After Office Hours. Failure to comply may result in appropriate action by Universiti Malaya.

In the event of an accident due to my negligence or non-compliance with safety regulations, I agree to indemnify the university for any resulting liabilities.

Academic Supervisor's Approval

I, _____(name of supervisor), confirm that the applicant is capable of using the laboratory facilities after office hours and acknowledge that the applicant shall bear full responsibility as stated above.

Supervisor's Signature: _____
Name: _____
Date: ____/____/_____

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Lab Coordinator / Head of Department Approval

☐ Approved
☐ Not Approved (please state reason): _____

Signature of Lab Coordinator / Head of Department: _____
Name: _____
Date: ____/____/_____

Policy on Laboratory Usage After Office Hours

Operating Procedure:

1. Laboratory operating hours on working days are Monday to Friday, 8:30 am to 5:30 pm. Usage outside this timeframe (including public holidays) is considered after office hours.
2. Students must fill in this application form and obtain approval from the supervisor and Head of Department at the General Office.
3. After approval, one copy will be kept by the General Office and the original form must be kept with the students when entering the laboratory.
4. For safety reasons, the laboratory must be used by at least two persons at a time.
5. Postgraduate students must obtain permission from their supervisor. Undergraduate students are only allowed if accompanied by a supervisor or a postgraduate student.

General Laboratory Rules:

1. Applications must be submitted at least one day before the intended usage time.
2. Students must register in the lab logbook every time they use the lab.
3. Working alone in the lab is strictly prohibited.
4. Removal of any equipment from the lab requires approval from lab staff.
5. Students are responsible for any damage caused by their own negligence.
6. Wearing PPE (lab coat, safety goggles, gloves) is mandatory when handling hazardous materials.
7. Proper clothing and fully enclosed footwear are required.
8. Eating and drinking are strictly prohibited in the lab.
9. Ongoing experiments must not be left unattended.
10. Students must understand the chemical and physical properties of substances used and refer to the Safety Data Sheet (SDS).
11. The lab must be cleaned and locked before leaving.