



**DE LA SALLE UNIVERSITY
CHEMICAL ENGINEERING DEPARTMENT
Research Laboratory Policies
AY 2009-2010**



The Chemical Engineering Department Research Laboratories:

Biochemical Process Laboratory	STRC 216
Catalysis Laboratory	STRC 107C
ChE Research Laboratory	V412 & V413
Simulation and Computing Laboratory	STRC214
Energy Laboratory	STRC 107A&B
Environmental Engineering Laboratory	STRC 219A&B
Instrumentation Room	STRC219C
Process Control Laboratory	V101

The Following activities are allowed in the ChE Research Laboratories:

1. Faculty research work and research related activities including thesis consultation.
2. Research activities of undergraduate/graduate students that are particularly related to their thesis/dissertation.
3. Laboratory services, training and consultancy may be offered to outsiders for a fee in accordance with the guidelines and policies of the university.

Duties and Responsibilities of the Ch.E. Research Laboratory Coordinator:

1. Coordinates research activities of the Chemical Engineering Department.
2. Oversees the ChE Consultation Room (STRC215).
3. Prepares the requirements for the accreditation of Ch.E. research laboratories in coordination with the laboratory heads and the department chair.
4. Constantly reviews the service fees and charges for all laboratory services.

Duties and Responsibilities of a Ch.E. Laboratory Head:

1. Oversees research activities within the area of responsibility. Coordinates with the thesis/dissertation advisers in the conduct of research activities by the undergraduate/graduate students.
2. Assists the department chair in the monitoring of research progress of Ch.E. Faculty and assists in the evaluation of research proposals.
3. Approves requests for laboratory use.
4. Keeps an inventory of equipment in their respective laboratories.
5. Submits requisitions for material, supplies and facilities and/or related requests to the Ch.E. Chair.
6. Takes direct responsibility and accountability for all equipment/instruments/parts/tools/apparatus/furniture's/fixtures found in his designated laboratory.

7. Oversees operation, maintenance and repair of equipment.
8. Coordinates and schedules group fora.
9. Accommodates external requests for laboratory services.
10. Submits plan/budget to the Ch.E. Chair.
11. Submits to the Ch.E. Research Coordinator a schedule of maintenance and calibration record of each equipment.
12. Observes good housekeeping.
13. Issues laboratory clearance, in coordination with the thesis adviser, to graduate/undergraduate students prior to submission of final bound copies of the dissertation/thesis.
14. Implement policies/guidelines specific to his/her laboratory.

Policies on the use of Equipment:

1. Each instrument should have a logbook/maintenance record to be monitored by the laboratory head/laboratory technicians.
2. Students should not use any of the instruments unless approved by the laboratory head.
3. Instruments should not be moved out of the room without a form properly filled up and signed by the laboratory head for approval.
4. Schedule of use of instruments should be charted.

Policies for the students:

1. Only those authorized to work inside the laboratory are allowed to enter the laboratory. Students should log before and after working in the laboratory.
2. Observe appropriate laboratory outfit whenever necessary.
3. Good housekeeping and safety precautions should be observed at all times.
4. Eating and bringing of food and soft drinks are strictly prohibited inside the laboratories. Food and drinks should not be placed inside the locker.
5. Fill-up the log in/out notebook every time you will use a particular equipment. Report immediately to the thesis adviser/laboratory heads any malfunctioning of equipment.
6. Breakages must be reported immediately to the thesis adviser/technician and immediate replacement is necessary.
7. Undergraduate students who conduct research activities outside regular working hours must be accompanied by their adviser or a research technician. Activities after 10:00 P.M. are classified as overnight and require the completion and submission of an overnight form.
8. Graduate students can work beyond the office hours without a technician or adviser provided that he/she had attended the safety seminar and he/ she is accompanied by another graduate student or research assistant.

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9. Students should inform the laboratory head of the laboratory where he/she is going to perform overnight experiments.
 10. Computer connected to the equipment should not be used for other purposes not related to the operation of the equipment where it is attached.
 11. All computers in the research laboratories should be used for official and research related activities only. Unauthorized usage of computer such as games, friendster, chatting or any other improper use of computer will be subject to disciplinary action. Warning will be given during the first violation. Succeeding violations will warrant disciplinary action.
 12. The last person to leave the room should see to it that every utility (equipment, lights, water, gas, air con, etc.) is turned off.
 13. All students must submit laboratory clearance to the Thesis Coordinator prior to submission of the hardbound copies of their thesis/dissertation.
 14. All students are required to attend the "Laboratory Safety Seminar" sponsored by the department prior to actual experimentation.
 15. Safety Audit Requirements must be submitted to the thesis Adviser before the use of any equipment.

These policies were reviewed and revised during the ChE Lab Committee (Research and Instructional) Meeting last May 30, 2008, 1100-1500 at ECR. Committee Members Present: L. Abella, J. Auresenia, F. Bacani, B. Cardoza, S. Gallardo, T. Monroy. (edited May 25, 2009)