

DEPARTMENT OF CHEMICAL ENGINEERING
Research Laboratory Policies AY 2023-2024

List of Department of Chemical Engineering (Ch.E.) Research Laboratories:

BIMATEL	STRC 214 & 107C
Biochemical Process Laboratory	STRC 216
Catalysis Laboratory	STRC 107C
ChE Research Laboratory	V411 & V412
Simulation and Computing Laboratory	STRC 214
Energy Laboratory	STRC 107A&B
Environmental Engineering Laboratory	STRC 219A&B
Instrumentation Room	STRC 215
Process Control Laboratory	V101
Unit Operations Laboratory	V102

Additional info: <https://www.dlsu.edu.ph/colleges/gcoe/academic-departments/chemical-engineering/laboratory-and-facilities/>

The Following activities are allowed in the Ch.E. Research Laboratories:

1. Faculty research work and research related activities including thesis consultation.
2. Research activities of undergraduate/graduate students and research assistants that are particularly related to their thesis/dissertation or research work.
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 Department of Ch.E.
2. Coordinates the preparation of the requirements for the accreditation of Ch.E. research laboratories in coordination with the laboratory heads and the department chair.
3. Constantly reviews the service fees and charges for all laboratory services.

Duties and Responsibilities of the Ch.E. Laboratory Heads:

1. Oversees research activities within the area of responsibility. Coordinates with the thesis/dissertation advisers in line with research activities by the undergraduate/graduate students, and with Research Project Heads for the activities of the research assistants.
2. Reviews and appropriately approves requests for laboratory use (RLU).
3. Keeps an inventory of equipment in their respective laboratories.
4. Submits requisitions for material, supplies and facilities and/or related requests to the Ch.E. Chair.
5. Takes direct responsibility and accountability for all equipment, instruments, parts, tools, apparatuses, furniture, and all other fixtures found in the designated laboratory.

Approved on: 31 Jan 2024	Prepared by: Dr. Joseph AURESENIA	Noted by: Dr. Arnel B. BELTRAN	Page 1 of 4
-----------------------------	--	---------------------------------------	-------------

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

Policies on the use of Equipment:

1. Each instrument should have a usage logbook and maintenance record to be monitored by the laboratory head and laboratory technicians.
2. Students are not allowed to use any of the equipment, materials, or 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.
5. For more details, refer to the equipment specific operation manual.

Policies for the students:

1. This policy is for students and researchers of the Department of Ch.E. (Senior High School Students, Undergraduate Students, Graduate Students, Research Students, Research Assistance and Research Associates and Exchange Students who are duly accepted by the Department) who are qualified to do experiments for research, thesis and dissertation purposes. For researchers from other department and colleges there should be a formal request from their department and approved by the Laboratory Head and the Department of Ch.E. Chair.
2. All students are required to attend the “Laboratory Safety seminar” sponsored by the department and pass the Safety Quiz prior to actual experimentation. Only students who have certified completion of the safety seminar are allowed to use the Ch.E. Laboratories. Safety Audit Requirements must be submitted to the thesis adviser before the use of any equipment.
3. Senior High School Students should have successfully taken the subjects Practical Research 1 and Methods of Research, have passed the Safety Quiz, and should comply with the all requirements set forth by DLSU SHS Department before being allowed to perform research experiments in the Ch.E. Laboratories.
4. All policies for Ch.E. Undergraduate students will apply to Senior High Students, except for Senior High

Approved on: 31 Jan 2024	Prepared by: Dr. Joseph AURESENIA	Noted by: Dr. Arnel B. BELTRAN	Page 2 of 4
-----------------------------	--	---------------------------------------	-------------

School Practical Research Students performing their research experiments for the first time and should be accompanied by their advisers or co-advisers. Performing the succeeding routinary experiments should follow the usual policies and procedures.

5. To facilitate the issuance of laboratory permits, electronic signatures for signing the electronic copies of the permit will be accepted. The student should the submit signed electronic copies to the Department of Ch.E. A hard copy of the signed permit must be submitted to the Laboratory Technician for filling and laboratory entry purposes.
6. Only those authorized to work inside the laboratory are allowed to enter. Students should log their presence before and after working in the laboratory. Strictly no loitering. Violators will be subjected to the appropriate disciplinary action.
7. Wear the appropriate laboratory outfit at all times.
8. Good housekeeping and safety precautions should be observed at all times.
9. Eating and bringing of food and drinks are strictly prohibited inside the laboratories. Food and drinks should not be placed inside the locker or in any of the laboratory refrigeration units.
10. All persons using an instrument or equipment are required to fill-up the equipment usage logbook with each use. Report immediately to the laboratory technician, thesis adviser, or laboratory head any malfunctioning instrument or equipment.
11. Nobody is allowed to use any specialized equipment unassisted unless allowed in writing by the adviser, laboratory head, or laboratory technician.
12. Users who need to cancel the reservation of a facility or equipment must notify the respective laboratory head or technician at least a day before the original schedule.
13. Breakages, equipment failures, malfunctions, or other unusual equipment behavior must be reported immediately to the thesis adviser, laboratory technician, or laboratory head and immediate repair or replacement is imperative.
14. All students and researchers qualified to work in the laboratory with proper laboratory permits are allowed to work in the laboratory during office hours (8:00 AM to 5:00 PM) of regular working days provided that they inform the Laboratory Technicians in-charge of the laboratories that the students will be working in.
15. Undergraduate students working outside regular working hours (Mondays to Fridays 5 PM to 10 PM, Saturdays 12 PM to 10 PM) should be accompanied by their adviser, a research assistant, or a graduate student.
16. Graduate students working outside regular working hours (Mondays to Fridays 5 PM to 10 PM, Saturdays 12 PM to 10 PM) should be accompanied by their adviser, a research assistant, or another graduate student.
17. A Special Permit for Campus Access (SPCA) form is required for the following cases:
 - a.) Undergraduate students working beyond 10 PM – such activities are classified as “overnight” and the students are required to be accompanied by their adviser, a laboratory technician, or a graduate student during their overnight work.
 - b.) Graduate students working beyond 10 PM – such activities are also classified as “overnight” and the students are required to be accompanied by their adviser, a laboratory technician, or another graduate student during their overnight work.

A copy of the approved SPCA should be provided to the designated Laboratory Head.

Approved on: 31 Jan 2024	Prepared by: Dr. Joseph AURESENIA	Noted by: Dr. Arnel B. BELTRAN	Page 3 of 4
------------------------------------	--	---------------------------------------	-------------

18. As a rule: NO RESEARCHER IS ALLOWED TO STAY OR WORK IN ANY OF THE LABORATORIES ALONE.
19. All electronic devices, computers and their accessories in the research laboratories are to be used for research-related activities only. Unauthorized usage of laboratory equipment will merit disciplinary action.
20. The last person to leave the room should ensure that every utility (equipment, lights, water, gas, air con, etc.) is turned off except for the specially designated equipment where 24-hour air conditioning is required or as otherwise indicated.
21. No equipment, experimental setup, or instrument should be left running UNATTENDED.
22. All students including those who do non-experimental work but who used the computer laboratories should submit a laboratory clearance to the Thesis Coordinator for undergraduate students or to the Graduate Studies Coordinator for graduate students prior to the submission of the electronic copies of their thesis/dissertation to the DLSU Library Repository. Electronic copies of the clearance will be accepted.
23. Students who did not use any of the laboratories may secure a letter from their adviser certifying that the students indeed did not use any of the laboratories prior to submission to DLSU Library Repository of the electronic copies of their thesis/dissertation. Electronic copies of this certificate will be accepted.
24. These policies also apply to students and researchers from other departments and colleges of De La Salle University and to external researchers from other universities who have obtained a permit from the Department of Ch.E. or from the Gokongwei College of Engineering to do long term research work in the Ch.E Laboratories. On the other hand, for research work of the same that will not exceed three (3) days, the following special policies will apply:
 - a. The researchers must be accompanied by Ch.E. Laboratory Technicians at all times.
 - b. They are not allowed to operate any major equipment.
 - c. They are not allowed to handle any hazardous materials.
25. Laboratory technicians are available 8 AM to 5 PM from Monday to Friday and 8AM to 12 PM on Saturdays.

These policies were reviewed and revised during the Ch.E. Laboratory Committee (Research and Instructional) Meeting on 31 January 2024 online via ZOOM and have been approved by the Ch.E. Laboratory Committee for posting and dissemination.

Approved on: 31 Jan 2024	Prepared by: Dr. Joseph AURESENIA	Noted by: Dr. Arnel B. BELTRAN	Page 4 of 4
------------------------------------	--	---------------------------------------	-------------