



De La Salle University
Gokongwei College of Engineering
Chemical Engineering Department
REQUEST FOR LABORATORY USE (RLU-Form)

Group Member's Name / Contact No. _____ **Date Prepared:** _____

1. _____ **Term/AY:** _____

2. _____ **Start Date:** _____

3. _____ **End Date:** _____

Project Title: _____ **Start Time:** _____

Student: Undergraduate (BS) Graduate (MS/PhD) **End Time:** _____

Purpose : *Tick as applicable*

- | | | |
|-------------------------------------|---------------------------|-----------------------------------|
| Use of the laboratory/computer room | Catalysis (STRC107C) | ChE Research (V411/V412) |
| Biochemical Process(STRC216) | Unit Operations (V102) | Environmental (STRC219A&B) |
| Energy (STRC107A&B) | Instrumentation (STRC215) | Simulation and Computing STRC214) |
| Process Control Laboratory (V101) | | |

Use of the laboratory equipment/instruments (list items on the table provided)
 Use and transfer of laboratory equipment/instruments (with prior written approval by concerned Laboratory Heads)

Note:

- Undergraduate students, working outside regular working hours (Monday to Saturday, 5pm to 10pm) should be accompanied by their adviser or a research technician or a graduate student.
- Graduate students can work beyond regular working hours (Monday to Saturday, 5pm to 10pm) provided he/she is accompanied by another graduate student or research assistant.
- The university 24/7 permit form should be accomplished for working overnight (Monday to Saturday, 10pm to 6am, on Sundays and/on Holidays) A copy of this permit should be provided to the concerned laboratory head.

Instructions:

- This form applies to both undergraduate and graduate students who will be using the facilities of the ChE laboratories for research purposes as stipulated in the ChE Department laboratory policies. Only students who have certified completion of the safety seminar are allowed to use the ChE laboratories.
- This form shall be accomplished in quadruplicate and must be submitted for approval at least one day before start of laboratory work.
- The laboratory technician's copy should be posted inside each laboratory.

Equipment/Instruments Required:

No.	Item Description	Quantity	ChE laboratory /Location	Remarks

I accept all the terms and conditions stated above. I understand and accept the ChE Department Laboratory Policies and Procedures and that I will comply with all the rules and regulations.

Requested by:

Noted by:

Signature over Printed Student's Name / Date

Signature over Printed Thesis Adviser's Name / Date

Approved by:

Received by:

Signature over Printed Laboratory Head's Name / Date

Signature over Printed Laboratory Technician's Name / Date