

CHEMICAL ENGINEERING DEPARTMENT

Research Laboratory Policies AY 2014-2015

(Also available in http://www.dlsu.edu.ph/academics/colleges/coe/chem_eng/lab.asp)

The Chemical Engineering Department Research Laboratories:

Biochemical Process Laboratory	STRC 216
Catalysis Laboratory	STRC 107C
ChE Research Laboratory	V411 & V412
Simulation and Computing Laboratory	STRC214
Energy Laboratory	STRC 107A&B
Environmental Engineering Laboratory	STRC 219A&B
Instrumentation Room	STRC215
Process Control Laboratory	V101
Unit Operations Laboratory	V102

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. 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 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. Approves requests for laboratory use.
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/apparatus/furniture's/fixtures found in his designated laboratory.
6. Oversees 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 good housekeeping.
12. Issues laboratory clearance, in coordination with the thesis adviser, to graduate/undergraduate students prior to submission of final bound copies of the dissertation/thesis.
13. 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.
5. For more details, refer to the Equipment Usage Guidelines and Policy.

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. Strictly no loitering. Violators will be apprehended.
2. Observe appropriate laboratory outfit at all times.
3. Good housekeeping and safety precautions should be observed at all times.
4. Eating and bringing of food and 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. Nobody may use any equipment unassisted unless allowed in writing by the adviser, laboratory head or technician to do so.
7. Users who need to cancel a facility or equipment reservation must notify the respective laboratory head or technician at least a day before the original schedule.
8. Breakages, equipment failures, malfunctions or other unusual equipment must be reported immediately to the thesis adviser/technician and immediate repair/replacement is necessary.
9. Undergraduate students, working outside regular working hours (Monday to Saturday, 5pm to 10pm) should be accompanied by their adviser or research technician or a graduate student. Activities after 10:00 P.M. are classified as overnight and require the completion and submission of an overnight form.
10. Graduate students can work beyond the office hours (Monday to Saturday, 5pm to 10pm) provided he/she is accompanied by another graduate student or research assistant.
11. The university 24/7 permit form should be accomplished for working (Monday to Saturday, 10pm to 6pm), on Sundays and/or Holidays). A copy of this permit should be provided to the concerned laboratory head.
12. All students are required to attend and pass the “Laboratory Safety seminar” sponsored by the department prior to actual experimentation. Only students who have certified completion of the safety seminar are allowed to use the ChE Laboratories. Safety Audit Requirements must be submitted to the thesis adviser before the use of any equipment
13. All electronic computers and their accessories in the research laboratories are to be used for research related activities only. Unauthorized usage of research computer will be subject to disciplinary action.
14. The last person to leave the room should see to it that every utility (equipment, lights, water, gas, air con, etc.) is turned off except for the specially designated equipment where 24 hours air conditioning is required.
15. All students must submit laboratory clearance to the Thesis Coordinator for the undergraduate students or to Graduate Study Coordinator for graduate students prior to submission of the CD/hardbound copies of their thesis/dissertation.

These policies were reviewed and revised during the ChE Laboratory Committee (Research and Instructional) Meeting last May 23, 2014, 0920-1230 at ECR. Committee Members Present: M.C. Almendrala, F.T. Bacani, A.B. Beltran, B.P. Cardoza, N.P. Dugos, A.P. Huelgas-Orbecido, C.F. Madrazo, M.R. Mananghaya, S.A. Roces, R.T. Villavert, D. N. Yu.