

STRC PHYSICS LABORATORY GUIDELINES

The following guidelines must be followed when doing research at the STRC Physics Research Laboratories:

AUTHORIZED USERS OF THE RESEARCH LAB

- Only physics students enrolled in their thesis are allowed to use the research laboratories
- The research student must also follow the rules set by each research laboratory

MATERIALS REQUISITION

- After defending their thesis proposal, students must immediately submit their “Materials Requirement”, noted by the adviser, to the laboratory coordinator
- The physics laboratories provide a limited amount of chemicals and supplies for students enrolled in thesis course
- Thesis students may course their request for chemicals and supplies through the Academic Service Faculty. Materials requisition must be entered in the corresponding log book.

INSTRUMENT USAGE

- To use an instrument outside the physics teaching laboratory, the faculty or student must first fill up the Request to Borrow form. The prospective borrower must specify the dates of usage. All request are subject to the approval of the physics laboratory coordinator.
- After securing the approval of the laboratory coordinator, the student or faculty must present the Request to Borrow form to the ASF or technician in charge. Borrower must then fill up the Borrower’s slip (Accounting Form No. P-102)

- Failure to return the equipment on time means suspension of borrowing privileges. Loan renewal can only be done after the technicians and ASF have had sufficient time to check the condition of the equipment.
- Fees will be collected for the use of specialized equipment.

BREAKAGES

- If the equipment is damaged or broken, the borrower must immediately report to the laboratory coordinator, who shall then conduct an investigation. The investigation report will be submitted to the department chair, who together with the laboratory coordinator shall determine accountability for the breakage and the corresponding action to be taken. A copy of the report shall be filed by the ASF accountable for the equipment.
- Broken or damaged equipment must be labeled immediately by the technician or ASF after it is reported.

OVERNIGHT

- Only thesis students with an overnight permit, and accompanied by a faculty, will be allowed to stay overnight in the research laboratory.

EATING AND DRINKING IN THE LABORATORY

- Eating and drinking are not allowed inside the research laboratories.

LAB GOWNS and GOGGLES

- Students must wear laboratory gowns and goggles when conducting an experiment

LABEL OF SET UP

- All set-ups and materials used in the research laboratory must be properly labeled. Unlabeled materials will be discarded or returned to the stockroom.

CLEANLINESS

- Maintain cleanliness in the research laboratories.

WASTE DISPOSAL

- Trash can and waste containers are available for the disposal of various forms of waste
- Chemical waste should be put in appropriate containers for proper disposal.

SHUTDOWN

- Before leaving, make sure that everything is in order; gas and water lines must be turned off and equipment used must be properly shutdown or unplugged.

TRANSITORY PROVISION

- All equipment borrowed before June 15 must be returned immediately for inventory.