



APPLICATION FOR USING LAB EQUIPMENT

DEPARTMENT OF CHEMICAL & ENVIRONMENTAL ENGINEERING (KKA)
FACULTY OF ENGINEERING, UPM

Laboratory:

- | | | | |
|------------------------------------|--------------------------|----------------------------------|--------------------------|
| 1. Biochemical Lab (J2.1) | <input type="checkbox"/> | 6. Environmental Lab (Blok J) | <input type="checkbox"/> |
| 2. Green Technology Lab (J2.2) | <input type="checkbox"/> | 7. Material Science Lab (Blok J) | <input type="checkbox"/> |
| 3. Pilot Plant (J2.3) | <input type="checkbox"/> | 8. Combustion Lab (Blok J) | <input type="checkbox"/> |
| 4. Process Control Lab (J2.4) | <input type="checkbox"/> | 9. Chemical Proses Lab (Blok J) | <input type="checkbox"/> |
| 5. Material Science 2 Lab (Blok B) | <input type="checkbox"/> | | |

ATTENTION TO USER

- A Applicant must abide to all laboratory rules and regulations
- B Cleanliness, safety and any damages are your responsibility
- C Applicant **MUST** fill up all the **SAFETY FORMS** for matric card registration to enter the laboratory
- D. Application must be approved by Head of Department
- E. If the work need to be carried out outside office hour applicant must fill and attach the **Working Outside Office Hour Forms.**
- F. Applicant **MUST** fill the **LAB USE COMPLETION FORM** after complete the lab work/project

Project's Title :

Name of Lab Equipment(s) to be use :

Time Needed : Duration of usage :

A. Activity	B. Status
<input type="checkbox"/> Teaching <input type="checkbox"/> Research <input type="checkbox"/> Student Project/ activities <input type="checkbox"/> Others (Please specify): _____	<input type="checkbox"/> UPM Staff <input type="checkbox"/> Research Assistant <input type="checkbox"/> Postgraduate Student <input type="checkbox"/> Undergraduate Student <input type="checkbox"/> External(Please Specify): _____
C. Applicant	
Faculty / Department : _____ Name : _____ Matric No. : _____ Phone No. : _____	
1. APPLICANT SIGNATURE (_____) Date : _____	2. APPROVAL FROM APPLICANT'S SUPERVISOR (_____) Stamp : _____ Date : _____
3. VERIFIED BY LABORATORY ASSISTANT ENGINEER (_____) Stamp : _____ Date : _____ *Equipment status : _____	4. APPROVAL FROM PROPRIETOR OF THE EQUIPMENT (IF RELATED) (_____) Stamp : _____ Date : _____
5. APPROVAL FROM HEAD OF LABORATORY (_____) Stamp : _____ Date : _____	6. APPROVAL FROM HEAD OF DEPARTMENT OF KKA (_____) Stamp : _____ Date : _____



**LABORATORY UNIT
DEPARTMENT OF CHEMICAL AND ENVIRONMENTAL ENGINEERING**

BORANG TAMAT GUNA MAKMAL (Lab Use Completion Form)

Student who has access to each laboratory **MUST submit this form upon completion** of the project. The LAB Assistant Engineer will check, acknowledge and pass this form to the DSO. The coordinator and supervisor will be made aware if you fail to report this completion.

Name : _____ Matrics Num: _____

LABORATORY : _____ SUPERVISOR: _____

Course: _____ Semester: _____

Please check the items below (✓)

BIL	INSPECTION	Stud (✓)	Lab Engineer (✓)
1	Workstation (include drawers, shelves) are clean		
2	<p>Dispose of all samples and specimens. If not disposed, write down the location below. LABEL the item (Your name, Date, Sample name, SV name) <u>Sample name</u> <u>Location and time to be kept</u></p> <p>a) _____</p> <p>b) _____</p> <p>c) _____</p>		
3	All equipment/glassware used are cleaned		
4	All chemicals are returned to engineer		
5	Samples tested at respective labs (MCL) are collected		
6	Take back all personally owned PPE (Lab coat, google)		
7	All gas cylinders fully shut, and equipment switched OFF		

Report for outdated, expired, damaged, lost, leak items:

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Improvements you think required for the lab:

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Student

Lab Assistant Engineer

.....
Signature

.....
Signature

Date :

Date :