Lab Rules, DO’s & DON’Ts

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| DO | DO NOT | Procedure |
| 1. Make booking through booking system before using any instrument. Conduct experiment according to your booking, arrive on time and file the log book. 2. In case you can’t come to your booked session cancel it. 3. Use your own tweezers and tools. 4. Approach the lab Admin for access request for any collaborators/ guests. 5. Clean up after using any equipment. Remove your waste and belongings after your session. 6. Report any failure/break-down of equipment to lab Admin. Not doing so will have consequences. 7. Inform the lab Admin before moving any equipment. 8. Lock the lab door after completing your experiment. | 1. Touch any instrument, PC, and door handles with gloves on. 2. Borrow your matriculation / access card to any other user. 3. Work alone. 4. Use USB flash drive on the PC. 5. Enter the lab if you are banned from the lab. 6. Place any chemicals in the open or put any form of liquids on the PC/equipment/ table. 7. Use any equipment before you are trained. 8. Leave your experiment unattended. | Staff or students who are caught violating any lab rules can be suspended from the usage of ALL PAP Central Facilities.  Non reporting broken equipment may have serious consequences including ban of using equipment and repay of reparation cost.  Lab Admin:  xxxxxxxxxx  Fault reporting:  67904777  Emergency:  67905200 |