

Ming Chi University of Technology
Application for The Lab Research

- I. Name of The Lab _____
- II. Applicant: _____ Student (employee) No.: _____
Class/Year: _____ Phone: _____
- III. Duration: From _____ to _____
- IV. The Lab Location _____
- V. Brief Description of Experiment or Research Content (including safety assessment):

VI. Chemicals or Equipment Used:

VII. Safety and Protection Notification (to be completed by advisors and verified by the Lab managers)

Signature of Advisor:

(Unit Director)

Signature of Applicant:

Signature of Department Chair:

(The Lab supervisor)

Signature of the Lab Manager: _____

Department/Institute Office: ☐Set access privilege ☐Reproduce keycard

Case Officer: _____

☐Fill in the statement of compliance

☐Fill in the Statement of Non-Reproduction of The Lab Key

(Required only for keycard reproduction)

Form: A090050110

One copy: (After application approval, the department/institute office shall keep the original copy and the applicant shall keep the photocopy. The original copy shall be retained for at least three years.)

Process for staff application: Applicant→ Unit Director→ The Lab Manager→ Department Chair→ Each of the applicant and department/institute office keeps one copy.

Process for student: Applicant→ Advisor→ The Lab Manager→ Department Chair→ Each of the applicant and department/institute office keeps one copy.

Department of _____

Ming Chi University of Technology

Statement of Non-Reproduction of The Lab Key

Due to

research/internship needs, it is necessary to apply for reproduction of the key (one) of the _____ Lab from the Office of the Department/Institute of _____. Apart from not reproducing the keycard, I hereby agree to keep the key with due care and strictly follow the provisions in the Regulations for the Lab Management. I also agree to return the key after use and accept disciplines under the MCUT University Rules for my violation of any provisions of the Regulations for the Lab Management.

Name of Stipulator:

Class/Year/Department/Institute:

Student (Employee) No.:

Advisor (Principal Investigator):

The Lab Manager:

Department Chair

Date:

Form: A090050210

Statement of Compliance

I have read through the MCUT Regulations for the Lab Management and Rules for the Lab Management. Apart from following the relevant provisions, I also agree to accept disciplinary measures under the MCUT University Rules and take the relevant responsibilities.

Name of Stipulator:

Student (Employee) No.:

Advisor (Principal Investigator):

The Lab Manager:

Department Chair

Date:

Form: A090050310

Rules for The Lab/Internship

Workshop Management

These Rules are specifically established to ensure the safety and maintenance of laboratories and internship workshops, strengthen practical skills, and improve the efficacy of internship and experiment courses.

General Rules

1. The Lab/internship workshop managers shall keep custody and manage laboratories/internship workshops, take charge of the self-inspection and safety and health of laboratories/internship workshops, and fill in the relevant forms and records.
2. Aisles, emergency exit doors, escape stairs, and entrances and exits shall be kept clean and clear. Fire equipment and safety protection equipment shall be in good and serviceable condition.
3. No smoking, eating or drinking, and frolicking shall be allowed in laboratories/internship workshops. No fire shall be used without permission.
4. Do not put food and beverages together with chemicals in the refrigerators.
5. Safety and health equipment and protective equipment for handling hazards shall be equipped at points that are noticeable and easy to access.
6. Machinery and equipment used in laboratories/internship workshops shall comply with the safety standards for use by workers and students as designated by the central competent authorities.
7. Dangerous machinery and equipment (e.g. boilers, pressure vessels, and containers for high-pressure gases) shall not be used prior to qualification or re-qualification after expiration. Such equipment shall be operated by qualified license holders.
8. Containers (any bags, bottles, boxes, cans, reactors, tanks, pipelines) for storing dangerous or harmful materials in laboratories/internship workshops shall be labeled according to the relevant regulations. An SDS shall be prepared at points of easy access for each material.
9. Venues shall be kept clean. Chemicals, instruments, and equipment shall be placed in appropriate locations. Environmental clean-up shall be implemented periodically.
10. Warnings and work rules inside the Lab shall be unfailing complied.
11. Unauthorized the Lab access of non-MCUT students/staff and unauthorized engagement with matters unrelated to research are strictly prohibited.

Regulations for Internship and Experiments

1. Wear suitable workwear and work shoes during internship or an experiment. Do not wear ornaments or tie long hair to the back.
2. Before using machinery, equipment, and experiment samples, read the relevant manuals and get familiar with the safety precautions and use them according to the standard operating procedures.
3. During internship and an experiment, students shall pay attention to safety at all times and shall not turn on the power or activate machinery, instruments, or equipment unrelated to the internship or experiment without the permission of the course instructor (or management personnel).
4. During internship, students shall wear the necessary PPE and comply with all methods for ensuring operation safety.
5. No dangerous and harmful materials, semi-finished products, and waste shall be placed at random in the internship workshop or the Lab. They shall be stored in the designated location and shall not be moved without the permission of the Lab manager.
6. Strictly follow the instructions to operate volatile chemicals inside the Lab exhaust hood.

- 7. Keep the exhaust and lighting equipment in internship workshops and laboratories in good and serviceable condition.**
- 8. The required safety and health protective equipment of machinery, equipment, and tools shall not be removed at random or failed. Immediately report to the workshop or the Lab manager or the course instructor when removed or failed protective equipment is detected.**
- 9. Waste materials, semi-finished products, and refuse from internship shall be stored individually in the designated locations.**
- 10. Before leaving the internship workshop and the Lab, check and shut down water supply, power supply, gas supply, and windows. Workshop or the Lab managers shall check these after the end of internship.**

Regulations governing anomalies

- 1. When failed machinery or instruments need repair, or machinery and power equipment is faulty, shut down such equipment immediately and hang warning signs on and lock the power switch before checking and repairing to prevent accidents.**
- 2. After detecting an occupational accident or unsafe condition, report to the Office of Environmental Protection and Occupational Safety and Hygiene (ext. 4056) immediately, and emergency response action shall be taken for all injuries and accidents.**
- 3. When there are threats of immediate hazards at the internship workshop, the Lab, or workplace, internship workshop or the Lab managers shall shut down all operations immediately and evacuate workers and students to a safe place.**

Application for Evening and Holiday Experiment and Research

Duration (weeks): From		to		
The Lab			Applicant	
Class/Year			Student (Employee) No.:	
Session	<input type="checkbox"/> Monday -----	<input type="checkbox"/> Tuesday -----	<input type="checkbox"/> Wednesday -----	<input type="checkbox"/> Thursday -----
	<input type="checkbox"/> Friday -----	<input type="checkbox"/> Saturday -----	<input type="checkbox"/> Sunday -----	
Reasons for application	<input type="checkbox"/> Experiment manipulation	<input type="checkbox"/> Coursework discussion	<input type="checkbox"/> Thesis writing	<input type="checkbox"/> Class
	<input type="checkbox"/> Others _____ Please specify:			
The Lab Manager		Signature of Advisor		Signature of Student
College Dean			Department Chair	
Dos and Don'ts	1. Fill in this form to apply for using laboratories after 18:00 and on holidays in advance for project and research needs. 2. Please comply with the relevant laboratory management regulations. Violation shall be disciplined according to the MCUT University Rules. 3. Shut down power supply, clean the Lab, and lock the door before leaving.			

Approval by duration of booking: One week: Applicant→ Advisor→ The Lab Manager
 One month: Applicant→ Advisor→ The Lab Manager→ Department Chair
 One semester: Applicant→ Advisor→ The Lab Manager→ Department Chair→ College Dean

This is a two-copy application form. Each of the Lab and department/institute office shall keep one copy.