

EXTENDED HOUR APPLICATION FORM (After office hours/weekends/public holidays)

1. Before you submit this form, please ensure that you have read and understood the standard **Lab Safety Regulations**.
2. This form is valid for a **single** entry only.

Full name of student:		Date of application:	
UiTM Student No./ I.C. No./Passport No.:		Student Category: (Master/Phd)	
Mobile Number:		Semester:	
Accompanying Name & Contact Number:			
Accompanying Name & Contact Number:			
Name of main supervisor:			
Lab Name			
Start Time:	End Time:		
Declaration of Planned Activity:			
Applicant:	Signature:		Date:
Terms & Conditions:	1. Supervisors are held responsible for any loss and damage of laboratory items in IMMB/LACU. Any expenses incurred for repair or replacement will be borne by the person/persons responsible. 2. Auxiliary officer will patrol and check this form for security from time to time. 3. Supervisors can be contacted by auxiliary officers for safety reasons at the specified time. 4. Postgraduate students/research assistants/industrial students are not allowed to come ALONE and do research in IMMB without friends. 5. Auxiliary officers can direct users to leave the laboratory if they are found to be in violation of the rules.		
Approved by Lab Manager	Name: Contact No. (H/P): Signature: Date:		

IMMB/LACU DOs & DON'Ts

BE ALERT

- Alert & follow IMMB Standard Operating Procedure (SOP) and guidelines as directed by the IMMB Administrative Office at all times.
- Identify hazards and risks that have the potential to cause harm (hazard identification) before starting any work.
- Report any injuries, accidents, chemical spills, equipment failures, power outages, or any type of hazards, including water leaks, to the person in charge of the lab or any IMMB staff. Lab users can also directly report to the facility department using e-Aduan Fasilitas – UiTM.
- Report any unidentified or suspicious persons who are not supposed to be in the lab to the IMMB staff or Polis Bantuan UiTM.
- Leave a note (name, duration, phone no.) if the equipment is used for a long period.



BE CAUTIOUS WITH CHEMICALS

- Review chemical's SDS before and after purchase for more understanding, especially for handling & storage.
- Register your chemicals in the IMMB Chemical Registry.
- Store chemicals according to their hazard class.
- Label your buffers and chemicals accordingly.
- Do not taste or smell any chemicals or substances.
- Do not pour chemicals down the sink without permission.
- Do not return unused chemicals into their container. Take only what's necessary.
- Ask for assistance when cleaning up any major chemical spills.
- Dispose of chemical waste accordingly.



BE PREPARED

- Read through the instructions first and prepare the materials needed before starting any experiment.
- Read the Chemical SDS to understand the types of chemicals you are using, and how they should be handled.
- Book lab slot & record usage in online log book before attempting to use any equipment.



SAFETY AND EMERGENCY

- Be sure you know where to find all the safety tools in the lab, including the shower, eye washer, first aid kit, fire extinguisher, and spill kit. Be sure you know where all the emergency exits are located and which exit route to take in case of an emergency.
- Know emergency phone numbers to call in case of an emergency.



WEAR PROPER PPE

- Wear appropriate attire such as protective covered shoes and lab coat to ensure a safe working environment.
- Some chemicals can be hazardous. You need to wear proper PPE that can protect you in case of unexpected incidents.
- Do not wear a lab coat outside the laboratory e.g. officer's room, workstation, main office, toilet or pantry.



DON'T BE NEGLIGENT

- Do not place flammable substances near heat to avoid any fire.
- Do not leave any heated materials unattended.
- Do not handle broken glass with bare hands.
- Do not bring any food, medications, or cosmetics into the laboratory.
- Do not leave your valuable items unattended. Store bags, laptops, purses, and books in appropriate areas.



BE NEAT

- Keep your work area neat and organized at all times. Only materials you require for your work should be kept temporarily in your work area.
- Clean up the equipment before and after use.
- Disinfect work areas/surfaces before and after every use.
- Clean up anything that you spill.



PROPER STORAGE

- Keep consumables in the dedicated storage area (Archive Room).
- Store buffers, samples, and kits in the dedicated area (chillers, freezers, and shelves) neatly.
- Store chemicals in the Chemical Store. Ensure they are returned after each use.
- Hang lab coats on the provided space/rack.



AFTER FINISHING YOUR LAB WORK

- Switch off the equipment properly.
- Wash labware as quickly as possible after use. If a thorough cleaning is not possible, soak in water for less than 24 hours.
- Dispose of the experiment waste accordingly. E.g. broken glass or used syringe should be disposed of in the sharp bin, whereas cultured media or research samples in a biohazard bag.
- Transfer waste bags from the waste bin to the waste room if the bin is full.
- Make sure the water taps are tightly closed.
- Sanitize your hands.



BE RESPONSIBLE

- Use the lab responsibly.
- Only conduct authorized experiments.
- Do not move equipment including pipettes to other labs without permission.
- Strictly do not use any chemicals and kits that belong to others without permission.
- Do not engage in childish antics such as pranks when in the lab.
- Use consumables and disposable items wisely.
- Switch off the light when leaving laboratory or workstation.

