

Borrowing – Returning Chemical and Nutrients Substances

The central laboratory opens for borrowing and returning as follows:

****During the semester****

Borrowing - Returning	Morning	9.00 -11.30 a.m.
	Afternoon	13.00 -18.00 p.m.

****During the semester break****

Borrowing - Returning	Morning	9.00 -11.30 a.m.
	Afternoon	13.00 -16.00 p.m.

Borrow & Return Process

1. If you would like to borrow, you have to check a list from a **Chemical and Nutrients Substances book list of the Faculty of Food-Industry (IF-LB-01-00)** from a borrowing room **B305** or download documents specifying the name of chemical substances and nutrients and substance numbers from the website of the Faculty of Agro-Industry.
2. Write the name of chemical substances and nutrients with the substance numbers in a **Borrowing – Returning Chemical Substances and Nutrients notebook (IF-LB-02-00)** and submit to a laboratory staff to bring needed substances.
3. Take the chemical substances and nutrients and check them before taking the substances out of the central laboratory.
4. Take the chemical substances and nutrients to weigh in needed amounts, and return, record the amounts, and sign in a Borrowing – Returning Chemical Substances and Nutrients notebook of the central laboratory.
5. The staff checks the type and amounts of the chemical substances and nutrients before accepting the return.

Borrowing Instruments, Tools and Glasswares

The central laboratory opens for borrowing and returning as follows:

****During the semester****

Borrowing for tools, special problems, thesis, and research services

Borrowing – Returning	Morning	9.00 -11.30 a.m.
	Afternoon	13.00 -18.30 p.m.

Borrowing for tools, and glasswares for learning and teaching services

Borrowing – Returning as listed in each subject

Except for preparation of a practice class, the services open from 09.00 a.m. -18.00 p.m.

****During the semester break****

Borrowing – Returning	Morning	9.00 -11.30 a.m.
	Afternoon	13.00 -16.00 p.m.

Borrowing & Returning Process

1. If you would like to borrow glasswares and instruments, you must complete a **glasswares and instruments request form (IF-LB-03-00)** at the central laboratory.
2. Complete the details and list items with the amount needed and submit the form to the staff.
3. The staff receives the form and bring the items with the amount requested as listed.
4. You must check the amounts and condition of the items. If the glasswares cracked or broken, you must inform the staff before taking them out of the borrowing room.
5. When you finished, you must clean the items before returning the items. Return the items as listed and always sign an **IF-LB-03-00** form.
6. The staff receives and checks the items as listed. If the amounts of the items are not complete or the items are damaged, broken, or cracked, the staff must inform the borrower immediately.
7. The borrower must take all responsibilities from damaged, broken, and cracked items.

Overtime Laboratory Using Request Form

Borrowing & Returning Process

1. Download **overtime laboratory using request form (IF-LB-11-00)** from the Faculty of Food-Industry website and complete the form.
2. Advisor and Co-Advisor sign an **IF-LB-11-00** form and acknowledge the necessity.
3. Students bring the form to scientists to check and sign, and students must submit the form in advance before 14:00 of the request date.
4. Bring the approved form and submit it to the laboratory staff with a spare key.
5. After scientists used the laboratory, the scientists must close the laboratory by lock a U-shaped master key in front of the room.
6. The laboratory staff check inside the room. The scientists must turn off a fan and air-conditioner, unplug unused tools, clean tools and check amounts and position of tools. If there is any mess, the staff must inform the scientist to record and inform a head of the laboratory immediately.