

**Laboratory Practice for the Laboratory at
“Building for Edutainment & Research (BEAR)”**

1. Service hour for the laboratory

1.1 During the semester

Day	Working hour
Monday - Friday	8.30 a.m. - 6.30 p.m.
Saturday	9.00 a.m. - 4.00 p.m.
Sunday	Closed

Note: For some certain circumstance, the service can't be provided overtime. Therefore, the central lab will be closed at 4.30 p.m. and no service provided on Saturday.

1.2 During the semester break

Day	Working hour
Monday - Friday	8.30 a.m. - 4.30 p.m.

1.3 Procedures for request use of the laboratory after the working hours

1. Student fill out the overtime laboratory using request form (IF-LB-11-00). The document can download from School of Food Industry website.

2. Advisor or head of project need to sign for the permission on the form (IF-LB-11-00) and acknowledge the reason for the need of request to work in the laboratory after the working hour and the responsibility need to be accounted.

3. Student bring the filled in requisition form with the advisor's opinion and approval to submit to Ms. Wantanee before 2.00 p.m. on the day upon the student request. The requisition is permitted to use the laboratory no later than 10.00 p.m. (If beyond this specific time. Please make a requisition for approval through the e-office system by submitting request use of the laboratory after the working hours and process 7-10 days ahead of time)

4. Student will receive the padlock for opening and closing the laboratory room from the laboratory staff. In addition, the student must perform as follows:

4.1 In the case of using the laboratory from 6.30 p.m. - 10.00 p.m. (business days), student must sign in to work with the security guard at the AI Building, 1st floor.

4.2 When student finish using the laboratory room, the student has to check the neatness of the room and close the laboratory using a padlock in front of every room in used. Student is required to sign out after the usage with the security guard at the AI Building, 1st floor before leaving.

5. On the day after the return, the laboratory staff will inspect the room for readiness, including fan, air conditioner, and cleanliness of the tool, number and location of tool if found abnormalities should be reported to all scientists in order to make a notification to the laboratory supervisor immediately.

2. The central laboratory is open for withdrawal and return of chemical/nutrient and disburse equipment, tools, and glassware during working hours as follows:

2.1 Service time

2.1.1 During the semester

Day	Time (Morning)	Time (Afternoon)
Monday - Friday	9.00 a.m. - 11.30 a.m.	1.00 p.m. - 6.00 p.m.
Saturday*	9.00 a.m. - 11.30 a.m.	1.00 p.m. - 3.30 p.m.
Sunday	Closed	

Note: * Saturday, withdrawal-return service is available only for the student in the Food safety program. Students must submit the list of the required chemical/nutrient and equipment, tool, glassware to the laboratory staff 1 day in advance.

2.1.2 During the semester break

Day	Time (Morning)	Time (Afternoon)
Monday - Friday	9.00 a.m. - 11.30 a.m.	1.00 p.m. - 4.00 p.m.

2.2 Procedures for withdrawing and returning chemicals/nutrients

1. Those who wish to withdraw chemical/nutrient should check the list of chemicals/nutrients and the substance code.

In the list of chemical and nutrient of the school of Food Industry (IF-LB-01-00) in which available in the disbursement room BR107 or can download documents from the School of Food Industry website. The student is allowed to withdraw only the basic chemicals by following the regulation set by the central laboratory. (In case that the student prefers to borrow the chemical other than the available basic chemical, please follow the laboratory's specific chemical borrowing policy.)

2. Write the name of the required chemical/nutrient and the substance code in the chemical/nutrient withdrawal-return logbook and submit to the central laboratory staff to prepare according to the student requirement.

3. Receive the chemical/nutrient that have been withdrawn. Ready to check for accuracy before taking substances out of the disbursement room.

4. Take the chemical/nutrient that you have withdrawn and weight them according to the required amount and return with the recording on the amount usage and sign the return of substances in the chemical/nutrient withdrawal-return logbook.

5. Laboratory staff will check the list of chemical/nutrient that have been withdrawn for the correction prior receiving back.

2.3 Procedures for disbursing equipment, tool, and glassware

1. Student who wish to withdraw equipment, tool, and glassware is required to fill in the request form for equipment and glassware (IF-LB-03-00) at the central laboratory or download documents from the School of Food Industry website. The detail is required to fill in for the specify items along with the amount to be withdrawn and submit to the laboratory staff.

2. The laboratory staff receives the form and then arrange the equipment, tool, and glassware according to the list and amount requested.

3. The laboratory staff will count on the items and the amount to be disbursed. Student is required to check the neatness of the equipment, glassware, please notify staff immediately if the damage or crack is found prior taking it out of the disbursement room.

4. When the student has finished using the borrowing item. Student is required to clean the borrowing item prior returning. Student must be signed for returning everything in IF-LB-03-00 when return the item

5. The laboratory staff receives the return item and check the damaging and cracking. If the damaging and cracking is found, it will be on the student responsibility.