

ICMS PHYTOCHEMISTRY LABORATORY REGULATIONS

1. Student should apply from the team leader of Phytochemistry laboratory prior to starting an experiment, in order to confirm the laboratory bench space and reserve a place. Students can apply the locks and keys from the laboratory technicians if necessary but should check out at the end of the experiment in laboratory technician's office.
2. Students should complete registration form when entering or leaving W101.
3. As the laboratory space is rather limited, if the student does not conduct the experiment one week after the application date, he/she shall be disqualified and the reserved space should be replaced by other students. If the students still need to conduct the experiments afterward, re-application is compulsory.
4. As the purchase procedure of laboratory consumables is relatively time-consuming in Macao, students should plan accordingly in advance and complete the purchase request form with supervisor's approval signature. This form should be submitted to the laboratory technician's office.
5. Students should register in the "Organic solvent stock record" to acquire solvents in Phytochemistry laboratory. Stock record is performed on the 15th of every month. The solvent collection time is at 4:00-5:00 pm on every Thursday. Students should estimate the amount of solvent for one week. Followed by registration at chemical controller, the students should collect the chemicals and store in the designated cabinet. Students should not apply for the chemicals other than the aforesaid period unless for special circumstances.
6. Students should complete the "Damaged apparatus registration form" if any laboratory apparatus is damaged.
7. Students should sign on the "W101 loan record", which should be co-signed by the responsible personnel. For requisition of re-distilled chemicals, students should obtain the permission from chemical controller.
8. Student should obtain Dr. Zhang Qing Wen's approval signature if they will store any medicines, material medica, laboratory consumables and laboratory instruments in W101 Phytochemistry laboratory.
9. Student should complete the operation record when operating the instruments in Phytochemistry laboratory. During the operation of the instrument, the in-charge user should be fully responsible of the cleanliness, repair, and operation and modify of the setting, etc. The user should return all the experimental materials; which should be checked by laboratory staff members.
10. Every laboratory user is responsible to ensure the tidiness of the laboratory. Before leaving the laboratory, students should tidy up all the personal belongings and return the experimental materials in place at the end of the experiment. The recycled chemicals should be labeled. Transfer the waste in the designated waste bottles. The sharp objects, such as broken glasses, should be placed in the designated sharp box.
11. Clean up process is carried out every afternoon on Thursday in W101 Phytochemistry laboratory. The unlabelled or unclaimed solvent bottles should be removed and collected by the laboratory technicians. The sanitary inspection in R206 Phytochemistry laboratory is abided by the "laboratory regulations". Specific details should be arranged by graduate assistants.
12. Personal belongings should not be brought into laboratory, especially the luxurious goods, such as notebook, etc.
13. The first student enters W101 Phytochemistry laboratory everyday, should ensure everything is normal. If any problems are found, the students should inform the academic staff and laboratory technicians immediately. The last student leaving W101 is responsible to switch off the light, water supply and air-conditioner and close the windows.
14. Cooking, food and smoking are prohibited.
15. **Conducting experiment unaccompanied is prohibited during 11:00 p.m. to 6:00 a.m. before application.**
16. The laboratory user should report any accidents happened immediately.
17. Unauthorized people accessing W101 Phytochemistry laboratory should be reported to security centre immediately (Ext no.:4126).
18. In order to ensure the safety and continuous development in ICMS laboratory, students should follow the abovementioned regulations.
19. If any students violate the laboratory regulations, ICMS reserves the right to terminate or suspend the student's access right to the laboratory. The student should be responsible for the delay of the experiment or graduation it may cause.