



Policies on the Use of the Chemical Engineering Laboratory

25 January 2016



Definition

1. **Instructional laboratory classes** include ChE 124 and 135. Classes are held in the pilot plant.
2. **Research laboratory classes** include ChE 143, 144 and, graduate thesis classes. Classes are held in the research laboratories.



Definition

3. The ***regular working hours*** are **8:00 AM** – **5:00 PM**, Mondays to Fridays, excluding holidays.
4. The ***supervisor*** may be any faculty member, UR, or URA of the Department.



Definition

5. An **authorization pass** is a permit issued by the department to allow students to enter the ChE building, and by extension, the ChE Pilot Plant and Research Labs, (i) beyond 10:00 PM, (ii) on Sundays, or (iii) during holidays.



DEPARTMENT OF CHEMICAL ENGINEERING
UNIVERSITY OF THE PHILIPPINES DILIMAN

AUTHORIZATION PASS

VALID ONLY ON THE AUTHORIZED DATE/S

Authorization granted to:

Surname

First Name

M.I.

To enter the premises of Chemical Engineering Department,
Office/Room Nos.: _____

On:	(DATE)	(TIME)
_____	_____	_____
_____	_____	_____

Purpose of entry:

For students:

Endorsed by:

Date:

Research Adviser/Laboratory Manager

Authorized by:

Date:

Chairman/Asst. Chair

Please accomplish in duplicate:
for applicant and for guard on duty



Definition

6. Lab Form 1: **Chemical Engineering Laboratory Use Permit** is issued by the department to allow research lab students to work in the ChE Pilot Plant, and in their respective Research Labs.

Attachments:

1. Lab Form 3: Risk Assessment Form
2. Lab Form 4A: Waste Management Plan
3. Waiver
4. Photocopy of accident insurance.

To be accomplished at the start of the semester, or for first-time use.



Definition

6. Lab Form 2: **Permit to Work Beyond Regular Working Hours** is a special permit issued by the department to allow research lab students to work in the ChE Pilot Plant, and in their respective Research Labs beyond 8:00 AM to 5:00, PM, Mondays to Fridays.

Attachments:

1. Lab Form 1: ChE Laboratory Use Permit
2. Lab Form 3: Risk Assessment Form (UPDATED)

To be accomplished at least three (3) working days before date of experiment.



Instructional Laboratory

- **Extension Beyond Class Hours**

- Students taking either ChE 124 or ChE 135 are allowed to extend beyond the regular class hours under the supervision of their instructor. However, this extension can **ONLY** be until 5:00 PM, Mondays to Fridays.



Instructional Laboratory

- **Extension Beyond Working Hours**
 - Under NO circumstances shall students taking either ChE 124 or ChE 135 be allowed to work in the laboratory beyond working hours.



Instructional Laboratory

- **Makeup Experiments**

- Students taking either ChE 124 or ChE 135 shall be allowed to conduct make-up experiments **ONLY** upon the approval and under the supervision of their instructor. These experiments are allowed during regular working hours only.



Undergraduate Research

- **Laboratory Work in Research Labs**
 - Students taking either ChE 143 or ChE 144 are allowed to conduct experiments in their respective Research Labs during regular working hours provided that they have an approved Lab Form 1 (to be accomplished at the start of the semester).



Undergraduate Research

- **Work Beyond Regular Working Hours**
 - Students who will extend their work in the laboratory beyond working hours, or on weekends need an approved Lab Form 2 and should be accompanied by a supervisor.
 - The students will be asked to leave the laboratory premises should their supervisor be not present by 5:00 PM, and on weekends.



Undergraduate Research

- **Laboratory Work in the Pilot Plant**
 - Students taking either ChE 143 or ChE 144 are allowed to conduct experiments in the pilot plant during regular working hours provided that they have an approved Lab Form 1.
 - Use of equipment in the pilot plant needs to be consulted with the laboratory staff.



Undergraduate Research

- **Authorization Pass**

- Students must secure an authorization pass from the department if they will be working in the ChE Pilot Plant, or Research Labs (i) beyond 10:00 PM, (ii) on Sundays, or (iii) during holidays.
- In all of the above cases, the presence of a supervisor in the lab is strictly required.



Graduate Research

- Graduate students advised by a ChE faculty are allowed to conduct experiments in the laboratory provided that they have an approved Lab Form 1 (accomplished at the start of the semester).



Graduate Research

- Graduate students who will extend their work in the laboratory beyond working hours, or on weekends need an approved Lab Form 2 and should be accompanied by a supervisor (as per Dean's directive).



Graduate Research

- An authorization pass is needed if the students were to work (i) beyond 10:00 PM, (ii) on Sundays, or (iii) during holidays.
- Overnight and weekend work (including holidays) must be justified.



Undergraduate Research

Needed permits

- Working hours:
 - ChE Laboratory Use Permit
- Beyond working hours but before 10pm
 - ChE Laboratory Use Permit
 - Permit to Work Beyond Working Hours
- Beyond 10 pm, Sundays, holidays
 - ChE Laboratory Use Permit
 - Permit to Work Beyond Working Hours
 - Authorization Pass



Graduate Research

Needed permits

- Working hours:
 - ChE Laboratory Use Permit
- Beyond working hours but before 10pm
 - ChE Laboratory Use Permit
 - Permit to Work Beyond Working Hours
- Beyond 10 pm, Sundays, holidays
 - ChE Laboratory Use Permit
 - Permit to Work Beyond Working Hours
 - Authorization Pass