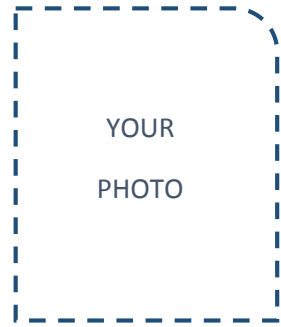




FACULTY OF CIVIL ENGINEERING AND BUILT ENVIRONMENT
(FORM A3 : APPLICATION FOR SAMPLE STORAGE)



PART A : COMPLIANCE TO THE RULE AND SAFETY TO WORK IN THE LABORATORY

Please the checklist below

Student of: () Diploma () Degree () Master () PhD

Student should

1. Provide a complete **Part B : "Application to Store the Sample"**
2. If you are using sample or specimen containing chemical / microbes/material contained microbes, please attached the copy of 'Chemical and Biological Hazard Prevention' sticker
3. Attach the following item with A3 form during the form submission to obtain the confirmation, permission and approval from the Assistant Engineer and Assistant Laboratory Manager
 - a) Disposal Method for the sample
 - b) The image of the sample (with sample storage labelling)
4. Read , understand and obey the laboratory regulations
5. Use appropriate laboratory attire and PPE in the laboratory
6. Record the attendance in the laboratory user log book (each time)
7. Ensure that the sample is under your control and take action on the safety of yourself features, equipment and laboratory.
8. Clean the storage area after use
9. Report on any sample spillage
 Note : Any damage or loss of the equipment/storage area during the spillage, it is your Responsibility
10. The sample can be stored or taken out ONLY during working hours. Record in the logbook.
11. Not to use the sample when teaching and learning activity/audit is in progress

DECLARATION BY STUDENT

a) I will comply with the laboratory regulations that has been set, if it fails, I will accept all actions that will be taken by the laboratory committee on me

b) I certify that training was received for Personal Protective Equipment (PPE). I certify an understanding of: what PPE is necessary; when it is necessary; how to put on, remove, adjust, and wear the PPE; its limitations; its proper care, maintenance, use, useful life, and disposal. I also afforded an opportunity to demonstrate the proper use of the PPE.

Student Signature:
 Name :
 Matric No :
 HP Number :

Date:



FACULTY OF CIVIL ENGINEERING AND BUILT ENVIRONMENT
(FORM A3 : APPLICATION FOR SAMPLE STORAGE)

PART B : APPLICATION TO STORE THE SAMPLE

1. Meet and discuss with the Assistant Engineer to confirm the availability of chiller/cold room/designated area and specify the date and time to use chiller/cold room/designated area
2. Get the endorsement by supervisor (signature and stamp)
3. Get the approval from Assistant Engineer (signature & stamp)
4. Get approval from Assistant Laboratory Manager (signature and stamp)

NOTE: Students from other Faculties, 1) provide the application letter (with support by supervisor), 2) get the approval from the Dean of Faculty of Civil Engineering and Built Environment, 3) attached the letter together with A3 form.

PART 1: STUDENT AND PROJECT DETAILS			
Name :		Faculty :	
Matric No:	HP:		
Project Title:		Level of Study (Please √)	
		<input type="checkbox"/> Diploma	<input type="checkbox"/> Master
		<input type="checkbox"/> Degree	<input type="checkbox"/> PhD
Supervisor's name :		Supervisor's HP:	
PART II: SAMPLE STORAGE LABELLING			
Name of Laboratory:			
Note: Please fill in the blank. It is COMPULSORY to fill, provide and attach the following label for each sample bottle/sample.			
Students Name			
Hand phone (HP) number			
Type of Sample			
Sampling Location			
Storage Period			
Sample Volume (Total)		Number of container	
Parameter to be measured			
Supervisor Name:			
Supervisor's HP number			
PART III: DECLARATION BY STUDENT			
<p>I, _____ hereby agree to comply with all rules specified by the above mentioned Laboratory in using its space, facilities, chiller, cold room and designated area. I also agree to take good care of the above mentioned sample that I use. I will take full responsibility for any loss or damage. If I fail to comply with the rules, the Assistant Laboratory Manager or Assistant Engineer has the right to revoke the permission granted for sample storage.</p>			
Student's Signature:		Date :	

ENDORSEMENT BY SUPERVISOR

I hereby agree that the student will be required to use the above mentioned chiller, cold room and designated area to fulfil the needs of his/her Project.

Signature:
Date:

Official Stamp:

PART IV: CHECKING BY ASSISTANT ENGINEER	DELIBERATION BY ASSISTANT LABORATORY MANAGER / HEAD OF RESEARCH CENTRE
--	---

I hereby certified that :

This student has completed the checklist in Part A

The chiller/cold room or designated area is available

The specify date and time is available and booked

Signature:
Official Stamp:

Date:

I hereby *approve / reject this application to store the sample

Signature:
Official Stamp:

Date:

PART V : DECLARATION AFTER COMPLETED THE PROJECT

I _____,

matric no _____ had

- 1 Take out the sample from the chiller, cold room or designated area
- 2 Cleaned the space in chiller, cold room or designated area
- 3 Disposed the sample(s)
- 4 Placed the waste at the designated area
- 5 Filled the laboratory logbooks

Student's Signature
Matric No:

HP Number: Date:

PART VI : REMARKED BY ASSISTANT ENGINEER

Signature:
Official Stamp:

Date:

ENDORSEMENT BY SUPERVISOR	CHECKED BY ASSISTANT LABORATORY MANAGER / HEAD OF RESEARCH CENTRE
----------------------------------	--

Thank you for the information. Student(s) under my supervision will be informed to obey the laboratory rules and regulation.

Signature:
Official Stamp:
Date:

Signature:
Official Stamp:
Date: