



Announcement
Office of Scientific Instrument and Testing
Rules of using equipment

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Office of Scientific Instrument and Testing, Prince of Songkla University provides self using Instrument to lecturer researchers and students from both within and outside Prince of Songkla University.

In order to proceed successfully and provide the ease of access to using the equipment in the Laboratory, Office of Scientific Instrument and Testing set the rules of using equipment as attached.

Any announcements which contradict with this announcement, this announcement is to be used instead. This announcement is effective from October 18, 2023 on.

Announced on October 16, 2023

(Assoc. Prof. Azizon Kaesaman)

Director of Office of Scientific Instrument and Testing

Terms of permission

1. If the equipment is 24 hour operated, user is required to pass skill test performed by a scientist of each equipment and head of Research Equipment Services. Written permission from the Office of Scientific Instrument and Testing is also required to complete the request progress. In addition, some equipment may need to be closely monitored - details in the attachment.
2. If the users are absent from operating the particular equipment for more than 1 year, they may request the reservation unless he/she pass the skill test.
3. User must renew service use every year (counting from the date of self using equipment use permission). User must send the self using equipment use form to declare the request for self using equipment use. If user fails to do so, Office of Scientific Instrument and Testing will terminate user's right to self using equipment use.

To book the equipment

1. Users need to make order at least one day for all equipment.
2. To cancel the reservation, users must give the Office of Scientific Instrument and Testing at least one day notice or in as in the period of time specified in the appendix hereto. Cancellation without prior notice will be fined. The minimum charge is 100 Baht, but not exceeding 500 or half of the service rate of equipment listed. (All HPLC machines will be charged for 325 baht / day for all users except the HPLC-Agro which is used by the Faculty of Agro-Industry, the fee charge is 163 baht / day). After making a reservation, if users will find that his/her example cannot be further tested, user needs to ask officer in the Office of Scientific Instrument and Testing for cancellation. In case of accident or sickness, when users will not be able to notice the cancellation to the officer of the lab, medical certificate or letter from advisor is required to exempt all charges.
3. If the user will be late longer than an hour or as the period of time specified in the attachment hereto, the Office of Scientific Instrument and Testing will consider that the particular user have waived the right to use machine. The charge fee will be calculated in the same rate as a case of cancellation without prior notice.
4. The Office of Scientific Instrument and Testing may issue a penalty if users make a reservation during an inappropriate time.
5. If users are inconvenient for booking through the Internet applicant, users may contact officer from the Office of Scientific Instrument and Testing to make a reservation for him/ her during the working hours.

To use the equipment

1. Users and participants are required to fill in the record of the laboratory and deposit their student card / employee card / identity card at the administration and management unit before entering the lab every time (except for 24 hours operated room, molecular biology). Without an identity card, users must approach the center secretary before being allowed to enter the lab. Visitors should deposit their “visit coordinator card” only, and they are not allowed to pass this card to another person. In case that users require to use the equipment overnight with his/her participants, users need to compose a notice letter acknowledged by his supervisor and submit to the director, requesting permission for additional participant to access in the particular room. Furthermore, in case the card is lost or damaged, users will be fined 200 Baht for each card.
2. To access the laboratory/ using equipment without an advance notice, or bringing person who was not allowed into the laboratory, the Office of Scientific Instrument and Testing will consider that the particular user/person entering the official place without permission, and will be prohibited for the next application request.
3. Users are required to fill in the log book every time before using the equipment.
4. Regarding the 24 hour operated equipment, the Office of Scientific Instrument and Testing consider the fee in full range rate according to the announcement in any case, including failure of the equipment during the operation. However, the issue shall be under supervision of the equipment officer and head of service department for fee exemption due to the fault of the machine. Users must fill in the log book of each equipment every time. Users must be all the time in front of the machine and shut the machine down immediately in case of any defect.
5. Users shall comply with the terms and conditions of using the equipment and strictly follow the guidelines / precautions of each machine. If it is found that the equipment is used in the incorrect way or using improper sample for testing or any damage caused by usage, the user is responsible for the cost of the recovery.
6. In case of any questions or problems of using equipment or defect of equipment, immediately inform the duty officer. Do not adjust or fix the equipment yourself.
7. The Office of Scientific Instrument and Testing has no responsibility for any damage that occurs from using of chemicals, consumables and peripherals brought by users.
8. To use chemicals, consumables or other devices which are belonging to the Office of Scientific Instrument and Testing, user must have granted permission from the officer and fill in the log book every time. After using glassware or other appliances from the Office of Scientific Instrument and Testing, clean and keep the place neat tidy. Users who access any devices without permission or without recording in the log book or leave equipment without cleaning or properly stored will be permanently suspended from the service without any condition and report to the faculty of that

particular user. Further, in the event that the user request for the column and standard gas, the Office of Scientific Instrument and Testing would additionally charge for using column 500 baht/ time/ day or standard gas 300 baht/ time/ day as a depreciation and pay fee for column and standard gas before using equipment at payment counter and take column at exchange card point.

9. Users bring chemicals into Office of Scientific Instrument and Testing such as solvents or mobile phase solvents have to declare that chemicals in “List of chemicals form” and send their Safety Data Sheet.

10. Users are not allowed to use any peripherals to computers that are used to test only particulars computers accessible for users.

11. To reserve the right of public use, users must attend the lab during the period of time specified in the application form only.

12. The Office of Scientific Instrument and Testing will not provide service for users who do not dress properly and users should wear gown when use equipment every time, if users don't bring gown, Office of Scientific Instrument and Testing provides it with charge 20 baht/time.

13. Users must exchange card back in the same day of using equipment. For using 24 hours users must exchange card back in next working day at 9:00 a.m and must show receipt.

14. If users don't exchange card following no. 14, users must pay fee for card 200 baht/day.

15. In order to access the service, users must follow the rules for using the equipment as follows:

15.1 Users wear a lab coat. If the hair is long, it must be tied back while in the laboratory.

15.2 Users wear shoes for use in the laboratory.

15.3 Users are not allowed to take food and water or beverage into laboratory.

15.4 Do not eat, drink, or smoke while in the laboratory.

Payment

1. Users must pay fee by prepaid service before using the equipment except equipment without prepaid service users must pay fee in the same day before or after using the equipment.

2. For the late payment, the Office of Scientific Instrument and Testing will suspend the service: cancel the reservation and the equipment booked. The head of Research Equipment Services will consider the suspension of those rights immediately.

If it is found that users breach one of the rules previously mentioned, the Office of Scientific Instrument and Testing will perform the following steps:

1. Warning

2. Meet the Director of the Office of Scientific Instrument and Testing

3. Deprive the right to receive services or consider to be disqualified for the service

Considering as disqualified for the service.

Considering user as disqualified for the service is implemented case by case as followings:

Conditions	Consideration
1. If you don't pay service charge in time	Not allow for using and cancel booking (only equipment that you don't pay service charge)
2. If you use equipment in fault process	Consider level of damage and provide process below 1. warning 2. retraining 3. cancel and deprive the right to receive services 4. Pay for fixing
3. If you make equipment damage	
4. If you cancel without inform for cancelling or	Consider effect and provide process below 1. warning 2. cancel booking 3. pay fee follow this regulation
5. If you use equipment unsuitable booking time	
6. If you cancel booking for 2 times	
7. If you use chemicals and other materials before allow by scientist	Deprive the right to receive services
8. If you use equipment over booking time and service time	Consider effect and provide process below 1. warning 2 Meet the Director of the Office of Scientific Instrument and Testing 3. Deprive the right to receive services
9. If you use equipment without training from Office of Scientific Instrument and Testing	Deprive the right to receive services

Attached hereto
Detail for using equipment
(special condition instrument only)

Equipment	Date for using /Allowed User	Date for using	Conditions for booking	Conditions for cancellation	Conditions for using chemicals consumables and others of OSIT
High Performance Liquid Chromatograph (HPLC1-4)	Monday - Wednesday	- Daytime 08:30 a.m.- 07:00 p.m. - Nighttime 07:00 p.m. – 08:30 a.m. (Next day)	- at least 1 day forward - Not allow a period of 5 days - Using in nighttime and 24 hrs. must close equipment before 08:30 a.m. (next day)	at least 1 day forward	- For using 2 mL vials must allow by scientist case by case and users write amount of them on log book then keep them back when use them finished. -Users can use OSIT's columns such as Hypersil ODS and Zorbax XDB C8 with service fee 500 baht/time/day. -Users can use filter set for mobile phase and sample of OSIT and must clean and keep it the place neat tidy when they use finished.
High Performance Liquid Chromatograph (HPLC-Agro)	Wednesday -Friday	- 24 Hrs. and Saturday-Sunday for allowed users	- Daytime on Saturday 08:30 a.m.- 07:00 p.m.		

Equipment	Date for using /Allowed User	Date for using	Conditions for booking	Conditions for cancellation	Conditions for using chemicals consumables and others of OSIT
					<ul style="list-style-type: none"> - Users can use OSIT's membranes for filter mobile phase and DI water with service fee 50 baht/piece and write amount of them on log book. - For users use OSIT's gas with ELSD with service fee 30 baht/hour and 300 baht/day
Gas Chromatograph (GC 6850/GC 6890)	Monday-Tuesday	- Daytime 08:30 a.m.- 07:00 p.m.	- at least 1 day forward	at least 1 day forward	- Allow for using solvent to rinse and clean syringe only
Gas Chromatograph (GC Lampang)	Thursday-Friday	- Nighttime 07:00 p.m. – 08:30 a.m.	- Not allow a period of 5 days		-Users can use column of OSIT with fee 500 baht/time/day.
Gas Chromatograph (GC Envi)	Monday - Friday	(Next day)	- Using in nighttime and 24 hrs. must close equipment before 08:30 a.m. (next day)		- For users use OSIT's gas with service fee 300 baht/day.
Gas Chromatograph (GC 7890A)	- Monday-Tuesday (for faculty of Engineering only)	- 24 Hrs. and Saturday-Sunday for allowed users	- Daytime on Saturday 08:30 a.m.- 07:00 p.m.		

Equipment	Date for using /Allowed User	Date for using	Conditions for booking	Conditions for cancellation	Conditions for using chemicals consumables and others of OSIT
	- Wednesday -Friday (For other customers and staff)				
Gas Chromatograph (GC Agro)	- Wednesday -Friday (for faculty of Agro-Industry only) - Monday-Tuesday (For other customers and staff)				
UV-VIS spectrometer (UV-1601 model)	Monday - Friday	- Daytime 08:30 a.m.- 07:00 p.m. - Nighttime 07:00 p.m. 08:30 a.m. (Next day) -24 Hrs. and Saturday-Sunday for allowed users	- at least 1 hr. forward - Using in nighttime and 24 hrs. must close equipment before 08:30 a.m. (next day) - Daytime on Saturday 08:30 a.m.- 07:00 p.m.	at least 1 hr. forward	-

Equipment	Date for using /Allowed User	Date for using	Conditions for booking	Conditions for cancellation	Conditions for using chemicals consumables and others of OSIT
Zeta Potential Analyzer/ Rheometer (DHR model)	Monday - Friday	08:30 a.m.- 04:30 p.m.	at least 1 day forward	at least 1 day forward	-
Scanning Electron Microscope (SEM5800)	Monday-Saturday (Except Wednesday 08:30 a.m.-01:00 p.m.)	08:30 a.m.- 07:00 p.m.	- at least 1 day forward - Daytime on Saturday 08:30 a.m.- 07:00 p.m.	at least 1 day forward	-
Fluorescence Stereo Microscope	Monday-Saturday	08:30 a.m.- 07:00 p.m.	- at least 1 day forward - Daytime on Saturday 08:30 a.m.- 07:00 p.m.	at least 1 day forward	-
Freeze dryer (Flexidry and Duradry model)	Monday - Friday	- Daytime 08:30 a.m.- 07:00 p.m. - Nighttime 07:00 p.m. - 08:30 a.m. (Next day) - 24 Hrs. and Saturday-Sunday for allowed users	- at least 1 hr. forward - Using in nighttime and 24 hrs. must close equipment before 08:30 a.m. (next day) - Daytime on Saturday 08:30 a.m.- 07:00 p.m.	at least 1 day forward	-

Equipment	Date for using /Allowed User	Date for using	Conditions for booking	Conditions for cancellation	Conditions for using chemicals consumables and others of OSIT
Cut/ Vacuum Evaporator / Ion Beam Mill	Monday - Friday	08:30 a.m.- 07:00 p.m.	at least 1 day forward	at least 1 day forward	-
Fluorescence Spectrometer/ Ball Mill Machine (Model HSM100H)	Monday - Friday	08:30 a.m.- 07:00 p.m.	at least 1 day forward	at least 1 day forward	-
Micro Plate Reader/ Electrophoresis Set /Gel Documentation /Densitometer	Monday - Friday	- Daytime 08:30 a.m.- 07:00 p.m. - Nighttime 07:00 p.m. - 08:30 a.m. (Next day) - 24 Hrs. and Saturday - Sunday for allowed users	- at least 1/2 hr. forward - Using in nighttime and 24 hrs. must close equipment before 08:30 a.m. (next day) - Daytime on Saturday 08:30 a.m.- 07:00 p.m.	at least 1/2 hr. forward	-
Real-Time PCR (RT- PC)/PCR/ Laminar Flow Cabinet/Autoclave/ HS Centrifuge	Monday - Saturday	08:30 a.m.- 07:00 p.m.	- at least 1/2 hr. forward - Daytime on Saturday 08:30 a.m.- 07:00 p.m.	at least 1/2 hr. forward	-

Equipment	Date for using /Allowed User	Date for using	Conditions for booking	Conditions for cancellation	Conditions for using chemicals consumables and others of OSIT
Optical Microscope/ Thickness gauge/ De Mattia machine/ Ross Flexing machine	Monday - Friday	08:30 a.m.- 07:00 p.m.	at least 1 day forward	at least 1 day forward	-
Two roll mill/ Internal mixer 2/ Compression Machine/ Molding/Sample cutter/ Compression set	Monday - Friday	08:30 a.m.- 07:00 p.m.	<ul style="list-style-type: none"> - at least 1day forward - Using in nighttime and 24 hrs. must close equipment before 08:30 a.m. (next day) - Using 24 hrs. for equipment be at faculty of Engineering only 	at least 1 day forward	-