



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 training service and self-service equipment to 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 1, 2024 on.

Announced on July 17, 2024

A handwritten signature in blue ink that reads "Azizon Kaesaman".

(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.

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 consider the right of permission. 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.
4. The Office of Scientific Instrument and Testing will be consider the right of permission if users make a reservation during an inappropriate time and charge service follow new used period 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. Without an identity card, users must approach the head of administration and management 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.
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 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 and mobile, etc. 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 are not allowed to take food and water or beverage into laboratory.

14. 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.

15. If users don't exchange card or incase the card is lost or damaged, users must pay fee for card 200 baht/card.

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. Deprive the right to receive services
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	Immediately cancel the right of service and notify user's agency.
8. If you use equipment over booking time and service time	Consider effect and provide process below 1. warning 2. 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
HPLC1-4	Monday - Wednesday	- Daytime 08:30 a.m.- 07:00 p.m.	- at least 1 day forward	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.
HPLC-Agro	Wednesday -Friday	- Nighttime 07:00 p.m. - 08:30 a.m. (Next day) - 24 Hrs. and Saturday - Sunday for allowed users	- Not allow a period of 5 days - 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.		- Users can use OSIT's columns such as Hypersil ODS and Zorbax XDB C8 with service charge 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. - Users can use OSIT's membranes for filter mobile phase and DI water with service charge 50 baht/piece and write amount of them on log book. - For users use OSIT's gas with ELSD with service charge 30 baht/hour and 300 baht/day
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
GC Lampang	Thursday - Friday	- Nighttime 07:00 p.m. - 08:30 a.m. (Next day)	- Not allow a period of 5 days - Using in nighttime and 24 hrs. must close equipment before 08:30 a.m. (next day)		- Users can use column of OSIT with charge 500 baht/time/day:
GC Envi	Monday - Friday	- 24 Hrs. and Saturday - Sunday for allowed users	- Daytime on Saturday 08:30 a.m.- 07:00 p.m.		- For users use OSIT's gas with service charge 300 baht/day.
GC 7890A	- Monday - Tuesday (for faculty of Engineering only) - Wednesday - Friday (For other customers and staff)				

Equipment	Date for using /Allowed User	Date for using	Conditions for booking	Conditions for cancellation	Conditions for using chemicals consumables and others of OSIT
GC Agro	- Wednesday -Friday (for faculty of Agro-Industry only) - Monday-Tuesday (For other customers and staff)				
UV-VIS	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	-
Zeta	Monday - Friday	08:30 a.m.- 04:30 p.m.	at least 1 day forward	at least 1 day forward	-
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	-
FI 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	-
Freezedry (Flexidry and Duradry)	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	-
Cut/ Evap /Ion Milling	Monday - Friday	08:30 a.m. - 07:00 p.m.	at least 1 day forward	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
Fluoro/ /B/Mill (Model HSM100H/)	Monday - Friday	08:30 a.m. - 07:00 p.m.	at least 1 day forward	at least 1 day forward	-
Plate/Electro /Gel Doc /Densito	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	-
RT-PCR/PCR/ Laminar/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	-
Optical Microscope/ Thickness gauge/ De Mattia/ Ross Flexing	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.	- at least 1 day 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	-