

PHYSICS DEPARTMENT
Laboratory Policies

The Physics Department Laboratories are the following:

a) **Advanced Physics Labs**

Laboratory Name	Location
Surface Physics Lab	STRC 311
Medical Physics Lab	STRC 312
Environment And Remote Sensing (EARTH) Lab	STRC 313
Computational Materials Design (CMD) Lab	STRC315A
Instrumentation Lab	STRC 315B
Solid State Physics Fabrication Lab	STRC 317
Solid State Physics-Vacuum Lab	STRC 319
Solid State Physics Furnace Lab	STRC 413

b) **General Physics Labs**

PHYSICS DEPARTMENT
Laboratory Policies

Borrowing Procedures and Use of Equipment

1. The lab technicians in the Physics Stockrooms at SJ407 and SJ409 are responsible for the safekeeping and lending of all pieces of equipment used in the Physics Teaching Lab. All pieces of equipment necessary for physics experiments may be borrowed from the technicians at the Physics Stockroom.
2. Students must present an ID before any lab equipment is loaned.
3. Borrow only the pieces of equipment which are specified in your experiment or are required by the lab instructor.
4. Carry long pieces of equipment from the stockroom to your room and vice versa vertically. Don't carry too much.
5. The borrower and his/her group are held responsible for all pieces of equipment borrowed from the Physics Stockroom.
6. Pieces of equipment borrowed must be returned upon completion of the experiment.

Make-Up Classes

1. Special or make-up experiments outside of regular class hours are discouraged.
2. In case of a special or make-up experiment outside the regular class hours, the student has to confirm the availability of the technicians, the equipment, and the lab room before scheduling one with his/her instructor.
3. Special or make-up experiments outside the regular class hours are allowed only upon the approval of the lab instructor.
4. No special or make-up experiments are allowed if the lab instructor cannot be present during the special or make-up experiment.
5. Special or make-up experiments must be performed only in a lab room.
6. Lab technicians are not required to assist the student during the special or makeup experiment
7. Make-up experiments on the thirteenth week of the term are discouraged.

PHYSICS DEPARTMENT
Laboratory Policies

Policies on the use of Research Equipment

1. Students/researchers should not use any of the instruments in the laboratories unless approved by the Research Laboratory Head.
2. Students/researchers may use equipment during the charted schedule of use.
3. Researchers must fill-up the log in/out notebook every time he/she uses particular equipment.
4. Nobody may use any equipment unassisted unless allowed in writing by the adviser, laboratory head to do so.
5. Priority of Use of Equipment comes as follows:
 - a. Physics Lab class use takes precedence over individual use or group use outside that of a class (e.g., a thesis group)
 - b. Lending of equipment to other users is done on a first-come, first-served basis.
 - c. Reservation of equipment must be made not earlier than two weeks before the intended day of use. Exceptions to these are in courses whose schedule of activities has been communicated to the laboratory staff before the start of classes.
6. Users who need to cancel an equipment reservation must notify the respective laboratory head, ASF, or technician at least a day before the original schedule.
7. Researchers who are not enrolled in a Physics Laboratory course or a Thesis Writing course under the DLSU Physics Department will be billed for the use of major equipment.
8. Instruments should not be moved out of its ROOM without a form and unless allowed in writing by the laboratory head to do so.

Policies on the Use of Laboratory rooms for research purpose

1. Only those authorized to work (research lab members, students enrolled in laboratory courses or thesis writing, and research assistants) inside the laboratory are allowed to enter the laboratory.
2. Students should log before and after working in the laboratory.
3. Eating, drinking, and application of cosmetics are strictly prohibited inside the laboratories, especially in laboratories where chemicals are used. This is to avoid the accidental ingestion of hazardous chemicals from the contamination of food, drinks, and cosmetics. This is also for the prevention of accidental damage of equipment from food/drink spillage.
4. Good housekeeping and safety precautions should be observed at all times.

PHYSICS DEPARTMENT
Laboratory Policies

5. Keep door vision panels open/unobstructed to allow viewing of workers and activities within the laboratory at all times without having to enter.
6. The last person to pTv(qw 1)22(alldT4(t)6(r)7(3y (a) -4(e) w)19(it)6(h)-4ldit)6(iall-4(e)1)221oni(r)3(y)6M

PHYSICS DEPARTMENT
Laboratory Policies

6. All computers and their accessories in the research laboratories are to be used for

PHYSICS DEPARTMENT
Laboratory Policies

Policies on Materials Requisition

1. The department provides the student with materials which are of general use in the research and teaching laboratories. Requests for chemicals, glassware, or other laboratory materials must be communicated by the laboratory instructor or thesis adviser to the academic service faculty who fills out the downloadable form "REQUEST FOR PROCUREMENT of SERVICES and MATERIALS" found at <http://intranet.dlsu.edu.ph/downloads/forms/pdf/po-RPSM.pdf> upon the approval of the Department Chair.
2. Particularly expensive materials that are not routinely used in the physics laboratories will have to be purchased by the student or by the mentor charged to his/her

PHYSICS DEPARTMENT
Laboratory Policies

PHYSICS DEPARTMENT
Laboratory Policies

Laboratory Clearance

1. At the end of the thesis/research period, students must return all items borrowed from the lab and secure a clearance from the head/coordinator. All students must submit their laboratory clearance to their Thesis Adviser before their final thesis/Dissertation Defense. No final Grade for the thesis/dissertation may be issued unless the lab breakage has been settled.

By signing a clearance, the technician or ASF and the laboratory head or coordinator agrees that the student:

- a. has returned what he/she had borrowed from the lab including glassware, tools, instrument parts, and manuals,
- b. has settled all obligations (breakage, damage, or loss), if any, in the research laboratory,
- c. has cleaned the research lab, working area, refrigerator, locker, glassware, fumehood etc., and
- d. has properly disposed of his/her waste, or properly segregated and labeled his/her waste containers.

Inventory

1. Every research laboratory must maintain an inventory of equipment in the research