

**WORKING AFTER OFFICE HOURS  
LABORATORY USAGE AGREEMENT FORM**

Day	Time
Monday – Wednesday	6:00 PM – 10:00 PM
Thursday	4:00 PM – 10:00 PM
Weekends & Public Holidays	8:00 AM – 10:00 PM

<b>Laboratory Unit</b>	:	<table> <tr> <td>Cell Culture</td> <td></td> <td>Microbiology</td> <td></td> <td>Molecular</td> <td></td> <td>Histology</td> <td></td> </tr> </table>	Cell Culture		Microbiology		Molecular		Histology									
Cell Culture		Microbiology		Molecular		Histology												
<b>Program</b>	:	<table> <tr> <td>Post Doc</td> <td></td> <td>PhD/Master</td> <td></td> <td>Undergraduate</td> <td></td> <td>Research Assistant</td> <td></td> </tr> <tr> <td>Research Project</td> <td></td> <td>FYP/Mini Project</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	Post Doc		PhD/Master		Undergraduate		Research Assistant		Research Project		FYP/Mini Project					
Post Doc		PhD/Master		Undergraduate		Research Assistant												
Research Project		FYP/Mini Project																

**INSTRUCTIONS TO LABORATORY USERS:**

- Obtain written permission from both your supervisors or lecturers and the laboratory manager:**
  - Complete form in duplicate (2 copies).
  - Renew form at least every 6 months from the date approved by laboratory.
  - Submit one copy to laboratory staff
  - Always carry the original copy of the form with you when attending laboratory after office hours
- Working ALONE in the laboratory after office hours is PROHIBITED**
- Disciplinary action will be taken against laboratory users who allowed unauthorized individuals to enter the laboratory.**
- Make online reservations for CSL after office hours:**
  - Check other laboratory user's reservation for the same date and time to ensure that at least two laboratory users present and working together at all times
  - If the reservation does not meet the requirement of having at least two laboratory users, ensure compliance by following the buddy system.
- Register your and your buddy's attendance upon entering and exiting the facility at the:**
  - PPSG security post in the "After Office Hours Laboratory Usage Record Book for the Craniofacial Science Laboratory" and
  - Main entrance of the Craniofacial Science Laboratory in the "Laboratory Usage Record Book"

I, \_\_\_\_\_ (Users' Name),  
ID. No: \_\_\_\_\_ hereby agree to abide by  
all the rules and conditions stated above while using  
the laboratory after office hours

I acknowledge that violating any of the above rules  
and conditions may result in disciplinary action,  
including the loss of privileges to use the laboratory  
after office hours

Users' Signature: \_\_\_\_\_  
(Date: \_\_\_\_\_)  
HP No: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_  
(Date: \_\_\_\_\_)  
HP No: \_\_\_\_\_

**ENFORCEMENT AND PENALTIES:**

**Failure to comply with any of the above rules  
will result in actions being taken against the  
laboratory users. The categories and actions  
for violations of safety regulations when  
working outside office hours will depend on the  
severity of the violation**

For Lab Management Office Use	
Confirmation of Approval	Approved <input type="checkbox"/>
	Not Approved <input type="checkbox"/>

.....  
**Signature & Official Stamp**  
**Date of Approval:**

**In case of emergency, contact the on-duty security guard (available 24 hours) at 09-7671369.**

**CSL Laboratory** : 09-7675780/5781  
**Laboratory Manager** : Wan Nor Aziemah Wan Zainulddin (09-7675856)  
**Safety Officer** : Che Suhailah A. Rahman (09-7675754)