

**DEPARTMENT OF CHEMISTRY**  
**GUIDELINES FOR AQUATIC SCIENCE LABORATORY**

These guidelines summarize the procedures and regulations for using the facilities and supplies in the Aquatic Science Laboratory (ASL). The ASL Technical Officer-In-Charge (TO-In-Charge), Miss Chong M Y Amy, is responsible for day-to-day operation, space allocation, and maintenance of the ASL facility. An ASL Management Committee, which consists of Dr. Cheung SG, ASL Staff-In-Charge and Ms. Ng K Y Helen, Chief Technical Officer, will discuss and make decision if issues related to the use of the ASL arise. Users may appeal to Department Head if they do not agree with the decision made by the Committee. The following procedures and regulations are subject to periodic review.

**Procedures and Regulations for Using the Aquatic Science Laboratory**

- The use of all lab facility and supply is **restricted to teaching and research** purposes.
- Users have to submit a risk assessment and a completed Booking Form (Appendix 1) to ASL TO-In-Charge (Miss Chong M Y Amy at x4089) a minimum of two weeks prior to the start of the experiment.
- Users should submit a working plan and specify the duration of experimental period, type of experiment to be conducted, chemicals used, seawater consumption, the type and amount of waste to be generated, and its disposal method in the booking form.
- ASL TO-In-Charge will coordinate all the booking and allocate the most appropriate required space depending on availability and situation.
- ASL TO-In-Charge will notify the users within one week of the disposition of their requests through email.
- If the allocated space is not used within one week after space is made available, it will be released for other users if the user cannot provide justifications of not starting his/her work.
- If ASL users cannot finish their experiments according to their plan due to extenuating circumstances or would like to continue for additional time period, users can renew booking and submit written justifications to extend the space allocation. Users are advised to inform the ASL TO-In-Charge as early as possible for renewal of booking. Renewal of booking should be made three weeks before the end of the original booking period. The extension of space allocation is not automatic and not guaranteed.
- Violations of these procedures and regulations, including users' responsibility and safety issues (see below), can result in limiting the future uses of facilities and equipment in the ASL.

**Users' Responsibility**

- Label all experimental setup with user name, contact number, and duration of project.
- Fill-in the seawater consumption log book.
- Attend your setup daily to ensure your animals are alive. Dead animals should be removed promptly to prevent smell from pervading the area.
- Do not wash sand or any kind of sediments down the sink and floor drain.
- Clean the experimental tanks upon completion of your experiment.
- Return all borrowed items in clean condition.

- Report any malfunction or facility damage to ASL TO-In-Charge.

### **Safety Issues**

- Only **waterproof approved electrical appliance** can be used in the wet area of the ASL.
- The ASL T-I-C is authorized to stop any person from using the facility and confiscate any chemical and experiment without any prior notice if safety regulations are clearly in breach. Any such incident will have to be reported to the Laboratory Safety Officers and ASL Management Committee for further action.
- Users are encouraged to work during regular hours (9:00am – 5:30pm) and not to work alone. If you are working outside of these hours or on weekends, you should notify someone of your whereabouts and your expected time of return. No student helpers and undergraduate final-year-project students can work alone in the ASL. They should be accompanied by a postgraduate student or staff at all times.
- Users who need to work after 11:00pm or overnight in laboratory have to inform FMO at x8888 latest by 5:00pm on that same day. Users have to collect a personal alarm from Ms. Helen Ng, Chief Technical Officer (ext 4080), so as to get emergency help if required.
- Report all incidents and accidents immediately, irrespective of their seriousness to FMO Security (x8888), ASL TO-In-Charge, Supervising Academic Staff, and Laboratory Safety Officer.

### **Aquatic Science Laboratory Management Committee**

Aquatic Science Laboratory Staff-In-Charge      Dr. Cheung SG  
 Telephone: 34427749  
 Email: [bhsgche@cityu.edu.hk](mailto:bhsgche@cityu.edu.hk)

Chief Technical Officer                                      Ms. Ng K Y Helen  
 Telephone: 34424080  
 Email: [bhhelen@cityu.edu.hk](mailto:bhhelen@cityu.edu.hk)

### **Important Information**

Aquatic Science Laboratory Technical                      Miss Chong M Y Amy  
 Officer-In-Charge    Telephone:34424089  
 Email: [bhachong@cityu.edu.hk](mailto:bhachong@cityu.edu.hk)

Aquatic Science Laboratory                                      Telephone: 33429905

FMO Security Hotline    Extension: 8888 (24 hours emergency)

FMO Helpdesk Hotline    Extension: 8833 (Malfunction of electricity  
 and water supply)

**BOOKING FORM FOR AQUATIC SCIENCE LABORATORY**

User Name: \_\_\_\_\_ Post: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Title of Experiment: \_\_\_\_\_

Work Plan and Brief Description of Experiment (Please attach if space is insufficient):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Duration of Experimental Period: From \_\_\_\_\_ to \_\_\_\_\_

Facility/ Items Required:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Chemicals used: \_\_\_\_\_

Seawater Consumption (per day/ week): \_\_\_\_\_

Waste Generated (type &amp; volume): \_\_\_\_\_

Disposal Instruction: \_\_\_\_\_

Type of Project (Please tick):

Research Project     Final year Project     Teaching Practical     Others, please specify: \_\_\_\_\_

**Failure to provide these information will delay your proceeding time.**

Remarks: \_\_\_\_\_

I have read the 'Guidelines for CHEM Aquatic Science Laboratory' and understand that it is my responsibility to follow the procedures & regulations and maintain the experimental area clean and tidy.

User Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by Supervisor: \_\_\_\_\_

*User must submit this Form to ASL TO-In-Charge two weeks prior to commencement of the project.*