**MEE LAB RULES AND GUIDELINES**

1. Working hours:
   * Morning: 8 am – 12 pm
   * Afternoon: 1 pm – 5 pm
   * Note: If you want to use the lab in the non-working hours, please fill in register form for using laboratory outside of working hours and send to email [ntt.hang@vju.ac.vn](mailto:ntt.hang@vju.ac.vn) . You have to take all responsibility by yourself.
2. Register for lab user

* Sign up using google driver: <https://docs.google.com/spreadsheets/d/1XcfO3ylv0u4JfgeqF4kX04VqjelVWD-ZLPi_jnUe_Hg/edit?usp=sharing>
* Send the lab registration information before 5:00 pm on every Friday to email address: [ntt.hang@vju.ac.vn](mailto:ntt.hang@vju.ac.vn) with the title: Nguyen Van A registers to use the laboratory with the content:
* Time for experiment: daily from…. Am to ... pm
* Perform experiments overtime in the period ... to ....
* The equipment used: device A aims to measure BCD ....
* The chemicals used: ….
* You need to register in the lab's registration book (located in the entrance door).

1. Lab key

The lab key is located at the specified location in the MEE office. Students borrow keys after 8:00 am and return keys before 5:00 pm. In case of using laboratory after working hours, it is necessary to return key / open lab before 8.am the next day.

1. Do NOT smoke or eat in the lab.
2. Emergency phone numbers:
   * 114: Fire
   * 115: Ambulance/First Aid
3. Do NOT use the laboratory’s phone without permission. The phone is just for lecturers.
4. Register for the use of equipment and glassware in the lab, return them to the lab after use.
5. Only materials required for your experiments should be kept in your work area. Everything else should be stored safely out of the way.
6. Label all glassware you use for your experiments, clean and return to the lab after use.
7. Always keep your work area(s) tidy and clean.
8. Report all injuries, accidents, and broken equipment or glass right away, even if the incident seems small or unimportant. Compensate for devices/equipment that you have broken down.
9. Turn off gas, electricity, water before leaving the laboratory.
10. Fill in all required information in the lab logbook before you leave the lab.

* Logbooks locates at the main desk. After using any device, Fill in all required information follows:
* Condition of the device before and after use
* Information about the purpose of experiment
* User name, time used.
* Logbook have to put at right position after recording all necessary information.
* Equipment that brought/borrowed outside the lab must be registered and recorded in the loan book with lecturer’s permission.
* Before graduation, students must clean their devices, return all borrowed equipment to laboratory and report the status of chemical, equipment via Clearance Form for Graduating Students

1. Clean the lab

Every week, 2 students are responsible for cleaning the lab (clean the lab, toilets, throw away the garbage, remind other students to clean up the experiment area, machine area, arrange chemicals in the right position).