

Department of Applied Biology and Chemical Technology

Departmental Laboratory Equipment Borrowing Service

Non-ABCT member should apply for the equipment borrowing service before access our departmental laboratory for using the equipment. The access right will be granted to the Staff card, Student card or Visitor card.

Procedure to apply access right to ABCT Laboratory

1. User (applicant) completes a set of application forms in original copy together with a copy of valid Visitor card/ Staff card / Student card, submits to Mr. Colin Wong of the General Office of ABCT (Y828).
2. Upon receiving approval by Head (ABCT) or his delegates, applicant should contact Ms Echo Wan (Senior Technical Officer) by email (echo.wan@polyu.edu.hk) to arrange for relevant training of the equipment and safety procedures. Upon passing the relevant training and safety briefing, the applicant will receive a demand note for maintenance charge of our equipment. The pricing scheme is as follows (w.e.f. 1st April 2022):
 - a. PolyU staff and students (non-ABCT): HK\$7,500/3 months/head*.
 - b. Members of local post-secondary institutions under UGC: HK\$7,500/3 months/head*.
 - c. Employees of commercial establishments and non-local institutions: HK\$15,000/3 months/head*.

** The charge will commence in the date of access right granted, is non-refundable and non-transferable. No pro rata rate is allowed.*

Generation of the demand note will require certain procedures of the Finance Office of Hong Kong Polytechnic University and will normally be about 7-10 working days after submission of application form.

3. After receiving the demand note, for external applicant, please follow the instruction in the demand note to settle the payment. For internal users, a transfer of funding from their department should be arranged ASAP.
4. Upon receiving the settlement advice from our Finance Office, the access right will be granted to the staff card, student card and visitor card directly.

Procedure of Extend of Service

1. User receives the email reminder 1-2 weeks before the service ending date. The access right will be terminated on the end date.
2. Before the end date, user should submit an extend agreement together with a copy of valid Visitor card/ Staff card / Student card, to Mr Colin Wong of General Office (Y828).
3. User will receive a demand note for maintenance charge follow by the pricing scheme.

Generation of the demand note will require certain procedures of the Finance Office of Hong Kong Polytechnic University and will normally be about 7-10 working days after submission of extend agreement.

Termination of The Service

The access right of the laboratory will be terminated on the service ending date accordingly.

Privacy Policy Statement

For the purpose of Departmental Laboratory Equipment Borrowing Service, the University need to collect necessary personal information from the visitor. The University pledge to meet fully recognized standards of personal data privacy protection in complying with the requirements of the Personal Data (Privacy) Ordinance (PDPO). In doing so, the University will ensure compliance by our staffs with the strictest standards of security and confidentiality. All information collected will be treated in strictly confidential and will not be sold, reused, rented, disclosed, or loaned.

Applicant Declaration

By Signing this form, I declare that:

- I understood and will abide by the procedure to apply access right to ABCT Laboratory.
- I understood and will abide by the procedure of renewal of service.
- I confirm that I have read the above Privacy Policy Statement and agreed to provide my personal information for the purpose of Departmental Laboratory Equipment Borrowing Service. I confirm that all information given above is true and correct.

Applicant's signature	Date
Name in Block Letters	

Applications that are unsigned will not be processed. Applications must be signed by the applicant personally. A third party must not sign on the applicant's behalf.



Application Form for Departmental Laboratory Equipment Borrowing Service

APPLICANT INFORMATION (all mandatory fields)	
Title	Prof / Dr / Mr / Mrs / Ms / Miss
Full Name	
Email Address	
Contact Mobile Phone Number	
Full name of Department / Company	
Bill Address	
Charging Code (PolyU internal user only)	
*Name and signature of supervisor of Unit / department / company (Please state the job title of the supervisor)	
*Signature of Applicant	
Staff / Student / Visitor ID Number	
Name of staff in ABCT collaborated / sponsor	
Date	
Department or Company chop	

*By signing this form, the applicant and the corresponding department / company agreed about charging maintenance fee for servicing purposes.

FOR USE BY MANAGEMENT	
Approval by signing from Head (ABCT) or his/her delegates	
Confirm by Senior Technical Officer (Passed the relevant training and safety procedures)	

FOR USE BY ABCT OFFICE	
Pricing scheme <input type="checkbox"/> HK\$7,500/3 months/head for PolyU staff and students (non-ABCT) <input type="checkbox"/> HK\$7,500/3 months/head for Members of local post-secondary institutions under UGC <input type="checkbox"/> HK\$15,000/3 months/head for Employees of commercial establishments and non-local institutions <input type="checkbox"/> waived the charge (subject to approval from HoD)	
Reference Number	
Remarks	



Questions to ask each applicant of ABCT laboratories visitor cards (white card) so as to assess if they have genuine need to access laboratories of ABCT:

Full Name: _____

1. Does your research project involve a collaboration with ABCT? (If no, please go to question 5)	
2. If yes, who is the academic staff in ABCT that you collaborate ?	
<i>Signature of the collaborator:</i>	
3. What is the name of the collaborated project?	
4. Are there any publications related to this project? If yes, please specify.	
5. Which lab and which facilities are you going to use? (<i>please state the room number</i>)	
6. What is the estimated usage? Opening Hour for non-ABCT member: Monday to Friday 8am-7pm; Saturday 8am-1pm; Sunday and PH Closed. a. How many <u>weekdays and weekend</u> will you use? b. How long for each time? c. What is the duration of your experiment? (<i>not more than 1 year</i>)	
7. Do you have any experience in using those facilities?	
8. Please justify why do you need to use the facilities in our department.	
9. Please declare whether your work is support by private sector.	

Charging scheme of non-ABCT and FSN lab users:

	\$7500/3 months/head	\$15000/3 months/head	Waived
Staff/students of collaborators from other PolyU Academic Departments and other Universities	✓		
Students co-supervised with other department			✓
Staff/students from other non-academic Department, under PI of ABCT and FSN (e.g. CEVR, PTech, RIs, PAIR)			✓
Staff/students from other non-academic Department, NOT under PI of ABCT and FSN (e.g. CEVR, PTech, RIs, PAIR)	✓		
Staff from private companies		✓	
Training students from secondary schools through different schemes organized by PolyU			✓

For other cases not listed at above, please contact Prof Larry Chow by email.