



Name (as appeared on staff/student card):	_____	Supervisor (full name):	_____
Staff/student ID:	_____	Supervisor's Signature:	_____
Department:	_____	Date:	_____
Contact Number:	_____	Department Stamp:	
Applicant's Signature:	_____		

Please tick (✓) the room(s) for which you would like to obtain temporary non-office-hour access:

- | | |
|--------------------------------|--------------------------------|
| <input type="checkbox"/> Y708 | <input type="checkbox"/> Y708a |
| <input type="checkbox"/> Y708b | <input type="checkbox"/> Y708c |
| <input type="checkbox"/> Y709 | <input type="checkbox"/> Y729 |
| <input type="checkbox"/> Y717 | <input type="checkbox"/> Y717b |
| <input type="checkbox"/> W711 | <input type="checkbox"/> Y522 |

Important notes:

- Access to ULS laboratories and use of ULS equipment are governed by the ULS General User Policy (<https://uls.polyu.edu.hk/document/ULS%20General%20User%20Policy.pdf>), for which the applicant and his/her supervisor are required to abide by.
- The applicant must have completed all the required online safety tests offered by the Health, Safety and Environment Office (HSEO) for the laboratories s/he needs to access (*i.e.*, Chemical Safety for all rooms; Biological Safety for all rooms, except for W711; Laser Safety for Y708, Y708b, Y708c and Y709), as well as safety briefing(s) offered by the ULS.
- Upon submission of this form, the supervisor and the home department of the applicant agree to hold the ultimate responsibility for the safety of the applicant when accessing ULS laboratories during non-office hours. Further, the applicant and his/her supervisor note that any wilful disobedience of the safety regulations and/or misuse/damage of any instrument may result in permanent denial for entry into these laboratories and access to ULS equipment.
- The applicant is not allowed to use other non-ULS equipment in the laboratories unless s/he is authorised by the respective departments that manage the non-ULS equipment.
- The applicant is not allowed to bring any unauthorised personnel into the laboratories.
- If the application is approved, the applicant will be granted non-office-hour access (*i.e.*, from 7:00 pm to 11:59 pm on weekdays, from 1:00 pm to 11:59 pm on Saturdays, and from 8:00 am to 11:59 pm on Sundays and University holidays), in addition to the already-granted office-hour access.
- Non-office-hour access may only be granted for a maximum of 3 months beginning from the approval date, after which a new form shall be submitted for extension of access.
- This form shall be submitted to the ULS together with an **electronic copy of the applicant's staff or student card.**
- The applicant will normally be notified of the result within 2 weeks upon submission of this form.

For official use:

Date of form receipt: _____

Endorsement by DHSO, ULS: _____

Endorsement by DoULS: _____

Approval by HoD, ABCT: _____

Date of approval: _____

Access period granted: _____

Remarks: _____