



Full name: \_\_\_\_\_ Email: \_\_\_\_\_

Staff / student / visitor ID: \_\_\_\_\_ White card number (for visitors only): \_\_\_\_\_

Department (for PolyU members) or affiliation (for visitors): \_\_\_\_\_

Safety Briefing for Functional Laboratories					
Room Number	Safety Tests	Room Name / Equipment	Staff-in-charge	Signature by Staff-in-charge	Briefing Date (DD/MM/YY)
Y708	①②③	Microscopy Room / Leica TCS SPE Confocal Microscope	MY / AL		
Y708a	①②③	Nikon Eclipse T2 Live-cell Fluorescence Imaging System	MY		
Y708b	①②③	Nikon N-SIM/N-STORM/A1 SR/Confocal Microscope	MY		
Y708c	①②③	Leica TCS SP8 Multiphoton/Confocal Microscope	MY		
Y709	①②③	BD C6/FACSVia Flow Cytometers, BD FACSAria III Cell Sorter, Jasco CD/CPL Spectrometers, RT-PCR Systems	RL / RC / CT		
Y717	①②	SpeedVac, Cytospin, Homogeniser	RL / CT		
Y717a	①②	Tecan Liquid Handling System, Leica Ultramicrotome	CT		
Y717b	①②	Seahorse XF Analyser, Zeiss Primovert Microscope	RC		
Y729	①②	ITC, Bio-Plex, MassARRAY, Microplate Reader, X-CLARITY	CT / RC / RL		
Y522	①②	Drug Formulation Facility	RC / CT		
W711	①	Mass Spectrometers, UPLC	SPK / CT		

HSEO online safety test requirements: ① Chemical safety ② Biological safety ③ Laser safety

Checked by:	Date:	Processed by:	Date:	Safety induction checklist <input type="checkbox"/>
For Official Use	Chemical safety <input type="checkbox"/>	Biological safety <input type="checkbox"/>	Laser safety <input type="checkbox"/>	

**Important notes:**

- This form is to be used by **ULS users who have been trained to use the ULS equipment** located in the above rooms.
- Users should complete all the required online safety test(s) offered by the HSEO for the room(s) you need to access.
- Please make appointment(s) with the staff-in-charge (see below for contact details) for safety briefing for the room(s) that you would like to access **after you have completed the required safety tests**.
- Please print and submit this form during the safety briefing, and **email a scanned copy of your staff, student or visitor card** to the staff-in-charge for further processing. **Do not submit any printed copies of your card or safety test results.**
- Room access is subject to the access policy of ABCT. **For non-ABCT users, the access hours are from 8:00 to 19:00 on weekdays and 8:00 to 13:00 on Saturdays.** Access is normally not allowed outside these hours or on Sundays and public holidays.
- You are not allowed to use any other ULS or non-ULS equipment in the room(s) unless you are authorised to do so.

**Contacts for staff-in-charge:**

Name	Initials	Phone number	Email address
Dr Ryan Chow	RC	3400 8057	<a href="mailto:hoyin.chow@polyu.edu.hk">hoyin.chow@polyu.edu.hk</a>
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Dr Rachel Li	RL	3400 8056	<a href="mailto:rachel.ws.li@polyu.edu.hk">rachel.ws.li@polyu.edu.hk</a>
Dr So Pui-kin	SPK	3400 8797	<a href="mailto:pui-kin.so@polyu.edu.hk">pui-kin.so@polyu.edu.hk</a>
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