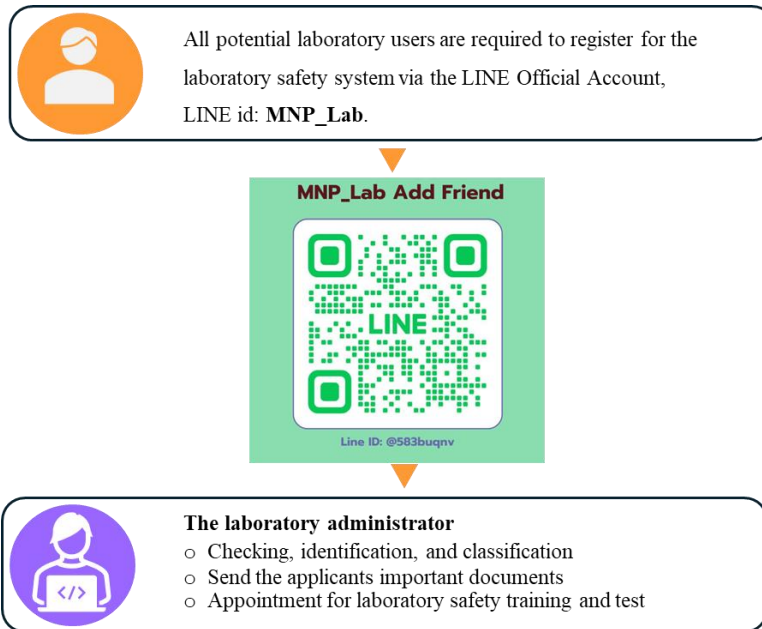


## Procedures for Laboratory and Instrument Reservation

There are five steps to request and make a reservation for the uses of the laboratory and instrument in the department, including system registration and security check, permission requesting form submission, approval requesting form submission, reservation form submission, laboratory activities, and material/equipment requisition. All incidents and accidents in the laboratory areas must be reported immediately to the laboratory administrator team or faculty members.

### 1. Laboratory safety system registration

All potential laboratory users are required to register for the laboratory safety system via the LINE Official Account, LINE id: MNP\_Lab. The process requests the applicant's first name, family name, and CMU student ID for security check, identification, and classification, in cases of laboratory grouping for class or research project. Afterward, the administrator will send the applicants important documents (e.g. all forms and laboratory safety guidelines). An appointment for laboratory safety training will be further made as well as an appointment for the follow-up test.



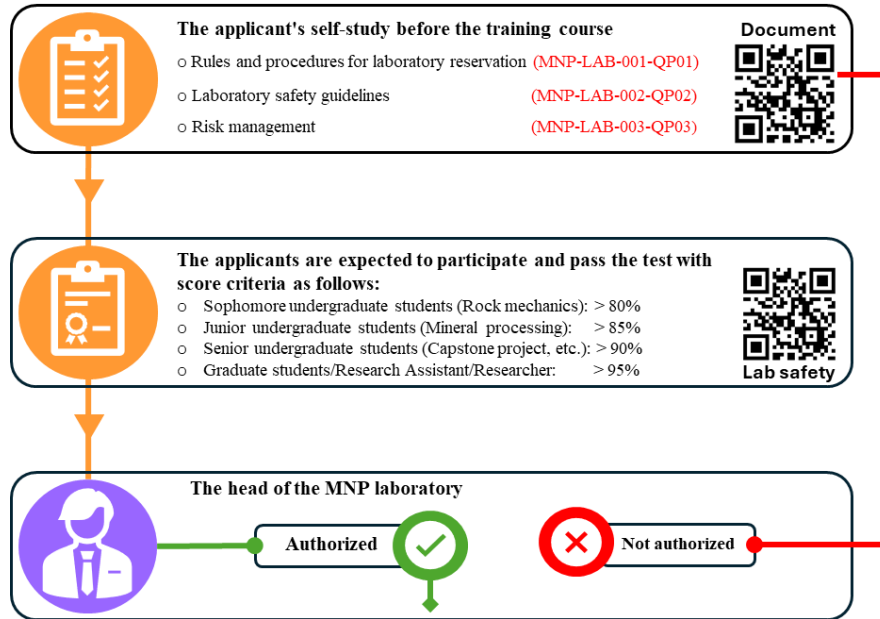
### 2. Permission requesting

Once the applicants have registered, they receive the documents and forms that include Rules and procedures for laboratory reservation (MNP-LAB-001-QP01), Laboratory safety guidelines (MNP-LAB-002-QP02), and Risk management (MNP-LAB-003-QP03). All applicants are required to do self-study prior to the training course.

The laboratory safety training and testing have been held once a semester. These activities are set to groups according to the applicant's academic years or research groups. The applicants are expected to participate and pass the test with score criteria as follows:

- Sophomore undergraduate students (Rock mechanics): > 80%
- Junior undergraduate students (Mineral processing): > 85%
- Senior undergraduate students (Capstone project, etc.): > 90%
- Graduate students/Research Assistant/Researcher: > 95%

The applicants who successfully pass the test will receive a certificate of authorization with a specific license number for future reference. This certificate means that the applicant is permitted to be able to conduct their laboratory activities by the head of the laboratory. Meanwhile, the pass applicants can proceed to the next step.

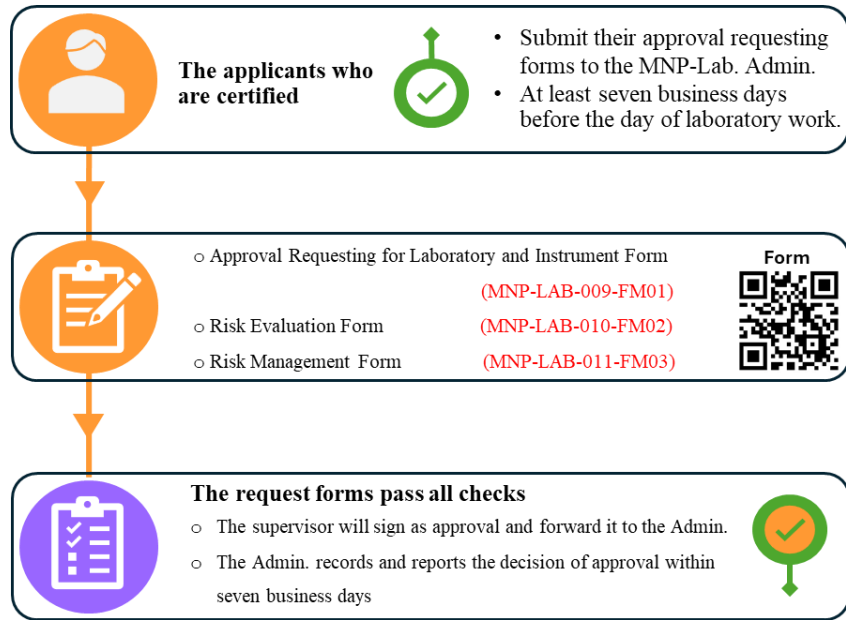


### 3. Approval requesting form submission

The applicants, who are certified, must submit their approval requesting forms directly to the laboratory supervisor at least seven business days before the day of their laboratory work. This package includes the following:

- Approval Requesting for Laboratory and Instrument Uses Form (MNP-LAB-009-FM01) with the attachment of the certificate obtained from procedure 2.2
- Risk Evaluation Form (MNP-LAB-010-FM02)
- Risk Management Form (MNP-LAB-011-FM03)

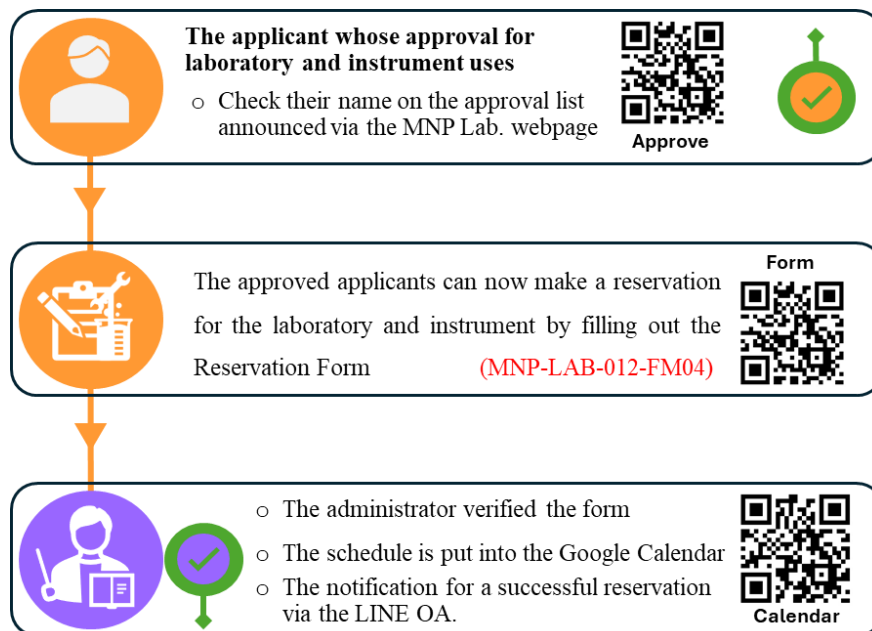
Once the form package has been received by the supervisor of the laboratory, it will be checked and verified carefully. If the request forms pass all checks, the supervisor will sign those forms as approval and forward them to the administrator. The administrator will then record and report the decision of approval within seven business days.



#### 4. Reservation form submission

Once the approval for laboratory and instrument uses has been given, the applicant can also check their name on the approval list announced via the MNP Laboratory webpage (Link: [https://mining.eng.cmu.ac.th/web/?page\\_id=224](https://mining.eng.cmu.ac.th/web/?page_id=224)). The approved applicants can now make a reservation for the laboratory and instrument by filling out the Reservation Form (MNP-LAB-012-FM04).

The form will be submitted to the administrator for verification. The final schedule for the reservation date and time will then be put into the system Google Calendar. The notification for a successful reservation will also be sent out via the LINE Official Account.



## 5. Laboratory activities

The applicants are allowed to conduct their research-related activities in the laboratory only on their reservation date and time. They are also asked to fill out the Check-in Recording Form (MNP-LAB-018-LB01) and Check-out Recording Form (MNP-LAB-019-LB02). The notification for checking in and checking out of the laboratory users will be directly sent to the laboratory supervisors via LINE

The laboratory users are responsible for reporting and recording the instrument, tools, or materials before and after their utilization through MNP-LAB-020-LB03 and MNP-LAB-021-LB04, respectively. Finally, the administrator will compile all related documents and prepare a summary report of each semester's laboratory and instrument used. The report will consequently be given to the head of the laboratory and posted on the department's website.

