

# PROCEDURES AND GUIDELINES

## TO USING THE FNAS SCIENCES LABORATORY FACILITIES

The FNAS Sciences Laboratory facilities, which are under the auspices of the Department of Sciences (DS) of the FNAS, are open for NDU full-time faculty members and only students who are officially enrolled in laboratory-related courses (including senior seminars and graduate theses) to carry out course-required experiments and related research. All faculty members and students are expected to abide by the safety measures of the laboratory, as well as by the laboratory guidelines for handling animals.

Laboratory work, which may involve full-time faculty and/or students, can be part of course requirements, senior projects, or master thesis-related studies. The following are guidelines that guard faculty/student use of the sciences laboratory facilities:

### 1- Courses Using the Sciences Laboratory Facilities

For courses (both undergraduate and graduate) offered within DS in a given semester, a faculty member is expected to communicate with the respective senior laboratory instructor the list of experiments to the course he/she is teaching\*, along with the class list. In case the course instructor assigns student groups pre-laboratory tasks (e.g. solution or material preparation for an upcoming laboratory session), coordination with and pre-approval of the department is necessary.

For courses offered outside the DS and/or the FNAS, a pre-approved request is to be gained from the department chairperson\*. The written request should include a briefing on the intended experiments, the facilities needed, a timetable about the expected laboratory activities, and the involved students. All experiment-related consumables and chemicals are to be provided by the requesting department and should be clearly stated in the request statement. In addition, the concerned faculty will be charged depreciation costs for using analytical/laboratory equipment when applicable.

### 2- Research Projects Which Use the Sciences Laboratory Facilities

For funded research studies, all study-related consumables and chemicals (including chemicals/gases needed to run analytical equipment) are to be purchased through or provided by the grant (and not from the laboratory stock of chemicals or consumables). The Department and senior laboratory instructor are to be notified, in writing, of any personnel from outside NDU (including NDU alumni) who might be working in the laboratory (for example as research assistants) on the study and in what capacity.

For thesis-related research studies, an FNAS faculty is to fill a “Master Thesis Pre-Procurement” form and submit to the department before requesting any chemicals or consumables through the senior laboratory instructor in order to support the graduate student’s experiments.

For non-FNAS full-time faculty members and students, the thesis supervisor is expected to gain approval of the DS chairperson to the use of the laboratory facilities. The written request should be submitted to the DS, at least, a week before the intended laboratory work and is to include a briefing (concise statement) about the study, the equipment needed, the students involved, and a timetable for the anticipated laboratory work. Student laboratory work is to be confined to the regular working hours of the semester in which the work is done. All needed consumables and chemicals are to be provided by the respective student Faculty/Department\*\*. In addition, the concerned faculty will be charged **depreciation costs for using analytical/laboratory equipment**<sup>§</sup> when applicable.

*\*\* It’s the duty of the non-FNAS course instructor to prepare the list of chemicals and consumables needed for his/her course and to arrange for purchase with the respective department (i.e. placement of procurement order and follow up with the concerned office chain). The laboratory instructor can assist the course instructor in identifying the proper chemical supplying companies and inquire about prices and other helpful information that the instructor may need; and not in placing or filling the procurement request.*

*§ Operational costs of analytical equipment are set by the Department of Sciences and approved by the FNAS Dean.*

### **3- Damage to Equipment and Laboratory Items**

Users of laboratory facilities, whether students or faculty members, are responsible for any damage incurred on laboratory items (e.g. equipment, glassware, etc...) resulting from inappropriate handling of material. Damage-related costs are to be settled with the Business Office: students are expected to fill a “broken items” form with the laboratory instructor and report to the Business Office for payment of dues before the end of the semester. Once settled, the student should hand in his payment receipt to the laboratory instructor as proof of payment; otherwise, his dues will be forwarded to the Business Office to add to his tuition.

### **4- Influx and Storage of Material of Other Faculties**

In view of the heavy usage of the Sciences Laboratories and the limited space available, all non-FNAS Faculties who would like to store material or items in the Sciences Laboratories are expected to communicate this need with the Department of Sciences and FNAS dean's offices and have it preapproved prior to item check into the labs.

## 5- Laboratory Instructors' Assistance in Graduate Programs

Within the full-time academic framework, laboratory instructors are expected to be available in the sciences laboratories for assistance in graduate courses which require laboratory activities. As such, and upon the course needs, laboratory instructors' working hours may be revised as to include a one day 2:00 – 8:00 p.m. work shift/week/semester.

## 6- Storage and Disposal of Biological Waste

The Sciences Laboratories has acquired an incinerator to dispose biological waste. The latter (which can be incinerated) includes organic biological wastes (e.g. animals, biological fluids, etc...), sharps (e.g. needles and blades), syringes, petri-plates, etc... (check below the incinerator properties). Prior to incineration, biological wastes are usually sealed in proper plastic bags and stored the -20°C chest freezer located in the Biology Laboratory. The capacity of the chest freezer is 0.25 m<sup>3</sup>.

The incinerator is operated by the biology lab. personnel. Requests from non-FNAS departments/faculties to incinerate applicable waste material should be sent to the Department of Sciences, at least, 5 days prior to delivery of waste to the Sciences Laboratories. **Operational costs of the incinerator (calculated based on the hourly consumption of butane gas) are communicated with the respective department and charged onto its budget at the end of the semester.**

### Incinerator Properties

- Temperature reached during combustion: 850C.
- Capacity/run: up to 65Kg.
- Time/run: average 2hrs.
- Gas consumption/run: one 35Kg butane gas tank.