

## Request form for the use of Lab Support (Workshop) Physics Lab

Request # \_\_\_\_\_ (to be filled by Physlab)

Date: \_\_\_\_\_

Name of the Principal Investigator : \_\_\_\_\_

Name of user and if (s)he is student /R.A/T.A: \_\_\_\_\_

Department: \_\_\_\_\_

Nature of job: 1) Research 2) Lab development 3) Other: \_\_\_\_\_

Brief Job Description: \_\_\_\_\_

\_\_\_\_\_

Facilities required (including tools): \_\_\_\_\_

\_\_\_\_\_

Dates in which facilities are required: \_\_\_\_\_ to \_\_\_\_\_

Has the user the required skill or training? \_\_\_\_\_

Has the user undergone the required safety training? \_\_\_\_\_

Does the user require assistance from Physics Lab Support staff? \_\_\_\_\_

Are the required materials for the job available? \_\_\_\_\_

Will the P.I. reimburse any costs (materials, purchase of extra tools) incurred? \_\_\_\_\_

### RULES

1. As a general principle, the physics lab provides support to various Departments of the SSE as a matter of courtesy contribution to SSE's research vision.
2. The requester is responsible to reimburse material cost, cost of tool damages and machine damage.
3. The user of the facility is responsible for cleanup after use.
4. The physics lab support is not meant to be used for student activities, competitions and unsupervised projects even if they are part of coursework.
5. Extensive work will be entitled to being charged, especially when it involves design and drawing. Details will be discussed on a case by case basis.
6. Untrained, unskilled and novice user cannot work in the lab unsupervised.
7. Faculty led research has precedence over other jobs.
8. **The facility can be used only if this form is filled and agreed upon.**

### AGREEMENT

Signature of requesting P.I:

Signature of requesting user

Signature Physics lab incharge:

Signature of Lab support incharge :