

MSE Equipment Registration Form

To: MSE lab office

Part A: personal particular

Name of staff/student:	Student/Staff No.:
CityU Email:	Contact Number:
Job title: <input type="checkbox"/> PhD student <input type="checkbox"/> Staff <input type="checkbox"/> Others: _____ <div style="text-align: center; font-size: small;">(please specify)</div>	
Institute/Department: <input type="checkbox"/> MSE <input type="checkbox"/> non-MSE: _____ <input type="checkbox"/> non-CityU: _____ <div style="display: flex; justify-content: space-around; font-size: small;"> (please specify) (please specify) </div>	
Equipment:	Charging rate:
Declaration: <div style="margin-left: 20px;"> i) I have read and understand the MSE safety policy, Safety and Health information on the FMO website, and I will comply strictly the safety regulations of the University/MSE Departments and the guidelines/instructions of technical supporting staff. ii) I should obtain approval from supervisor before booking the equipment. iii) I understand all bookings cannot be canceled after the session starts. iv) I understand only eligible users can book equipment in MSE, and equipment must be used by the users who made the actual booking during the booked sessions. I will be liable for any damage done to the equipment during my booking time-slot. v) I understand technical supporting staff reserves the right to forfeit any booked sessions that are not occupied by the users who made the actual booking. </div>	
Signature: <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 40%; border-bottom: 1px solid black;"></div> <div style="width: 20%; text-align: center;">Date:</div> <div style="width: 40%; border-bottom: 1px solid black;"></div> </div>	

Part B: supervisor particular

Name of supervisor:	Department: <input type="checkbox"/> MSE <input type="checkbox"/> non-MSE: _____ (please specify)
Project no.: _____	Approval green chop: _____
<p>Important Notes:</p> <ul style="list-style-type: none"> i) I will ensure that the above student/staff follow the safety requirements of the MSE Department; ii) I will supervise the experimental work of the above student/staff; iii) I will be responsible for the behaviors of the above student/staff during their stay in MSE laboratories; iv) I have enough funding to pay for the charge of the equipment usage. (Booking requests will send to you every time for reference) <p>Approval Signature:</p> <p>_____ Date: _____</p>	

For official use:

Room no:	Equipment training date: / / dd mm yy
Approved by delegates (if applicable): _____	Signature:
Approved by technical staff:	Signature:

Please return this MSE equipment registration form to the technical staff.

Eligible Users and Registration Procedure

PhD students, research staff, and faculty members are eligible to use the MSE equipment. Any staff/students who intend to use the equipment should:

- complete the online safety training.
- complete MSE safety induction safety training.
- perform FMO and/ or RARS risk assessment
- seek approval from their supervisor.
- contact the technical staff in charge of the equipment for the equipment training and registration.

Booking Policy and Procedures

Any staff/students who intend to book/use the equipment should:

- comply with all safety rules and regulations at all times.
- not make or transfer any booking to any outsiders for hosting any events and will hold responsibility for the venue throughout the entire booked period.
- understand there is an hourly rate applied to each equipment. End-users and their supervisors should make sure that you have enough funding to pay for the charge every time they book the equipment. MSE lab office shall invoice you regularly.
- understand all booking periods will be charged, and emails will be sent to end-users, and their supervisor.
- contact the technical staff in charge of the equipment for the equipment training and registration.

Regulations

- The workstations should be kept clean and tidy all the time. Users are required to remove all personal belongings from the workstations after use. Do not leave any valuables in the workstation anytime when you are away from the workstations. MSE is not responsible for any loss of personal property.
- Lab office reserves the right to remove and dispose of any personal belongings left behind materials without prior notice for safety, hygienic, or statutory reasons, or non-compliance with the CityU/MSE regulations.
- Any damage/disorder of furniture or fixtures or equipment in the lab area should be reported to the technical staff at once. In case of misuse or negligence, users will be liable for any damage done to the equipment during the booking time slot.
- Technical staff reserves the right to cancel a booking and to stop any event for safety and statutory reasons.

Please return this **MSE equipment registration form** to (if applicable):

Technical in charge of the equipment
B2610, 2/F, Blue Zone, Yeung Kin Man Academic Building,
City University of Hong Kong, Tat Chee Avenue, Kowloon, HK SAR

Appendix 1:
CITY UNIVERSITY OF HONG KONG
Department of Materials Science and Engineering
MSE equipment charging scheme

Equipment in B2605	Non-CityU \$/hr [1]	CityU \$/hr	Affiliate with MSE \$/hr	MSE HOME \$/hr	Max. Training /hr	Supporting staff
Agilent Gas Chromatography 7890B Gas Chromatography Mass spectrometry - Flame ionization detector Gas Chromatography -Thermal conductivity detector	\$170	\$140	\$70	\$35	<2	Wylie MAK
PVD 75 Thin film deposition system MSE provided Target (e.g. Ag)	\$610	\$510	\$260	\$130	N/A [2]	Wylie MAK
PVD 75 Thin film deposition system (Approved target provided by enduser)	\$510	\$430	\$220	\$110	N/A [2]	Wylie MAK
PVD 75 Thin film deposition system MSE provided precious Target (i.e. Gold)	\$1,220	\$1,020	\$520	\$260	N/A [2]	Wylie MAK
Instron Series 3382 UTM System	\$180	\$150	\$80	\$40	2	Peter LO
3FLEX 3500 Multi-Port High-Throughput Gas Adsorption Analyzer	\$160	\$130	\$70	\$35	<2	Ka Ho LAI/ Maggie WONG
Equipment in B2620	Non-CityU \$/hr [1]	CityU \$/hr	Affiliate with MSE \$/hr	MSE HOME \$/hr	Max. Training /hr	Supporting staff
Rigaku X-ray Diffractometer SmartLabTM 9kW	\$440	\$370	\$190	\$95	<2	Ka Ho LAI
D2 PHASER XE-T X-ray Diffractometer System [XRD] - 2nd gen	\$240	\$200	\$100	\$50	<2	Peter LO
Equipment in B2640	Non-CityU \$/hr [1]	CityU \$/hr	Affiliate with MSE \$/hr	MSE HOME \$/hr	Max. Training /hr	Supporting staff
PerkinElmer Lambda 1050+ UV/Vis/NIR spectrophotometers with labsphere	\$110	\$100	\$50	\$25	2.5	Wylie MAK
Hitachi UH 4150 UV-vis absorption spectrophotometers	\$60	\$50	\$30	\$15	1	Wylie MAK
FTIR	\$40	\$30	\$20	\$10	1	Wylie MAK
PerkinElmer Differential Scanning Calorimetry (DSC) 8000	\$130	\$110	\$60	\$30	1	Wylie MAK

PerkinElmer Simultaneous Thermal Analyzer (STA) 6000	\$130	\$110	\$60	\$30	1	Wylie MAK
Equipment in B2730	Non-CityU \$/hr [1]	CityU \$/hr	Affiliate with MSE \$/hr	MSE HOME \$/hr	Max. Training /hr	Supporting staff
Thermo Scientific Escalab XPS	\$810	\$670	\$340	\$170	N/A [2]	Raymond LO
Equipment in B2790/B2795	Non-CityU \$/hr [1]	CityU \$/hr	Affiliate with MSE \$/hr	MSE HOME \$/hr	Max. Training /hr	Supporting staff
ProtoMAX abrasive waterjet cutter	\$150	\$130	\$70	\$20	<2	Daniel CHUNG
Equipment in BOC R7143	Non-CityU \$/hr [1]	CityU \$/hr	Affiliate with MSE \$/hr	MSE HOME \$/hr	Max. Training /hr	Supporting staff
RETSCH Ball mill PM 400	\$130	\$110	\$60	\$30	1	Ka Ho LAI
Equipment in BOC R7167	Non-CityU \$/hr [1]	CityU \$/hr	Affiliate with MSE \$/hr	MSE HOME \$/hr	Max. Training /hr	Supporting staff
Atomic Force Microscope - Bruker AFM MultiMode 8 - Bring your own tips	\$190	\$160	Free	Free	2.5	Peter LO
AFM TIPS	N/A	N/A	\$350	\$350	N/A	Peter LO
Raman system (Upgraded)	\$290	\$240	\$120	\$60	<2.5	Daniel CHUNG
Edinburgh Instruments FLS1000 Photoluminescence Spectrometer System	\$300	\$250	\$130	\$65	<3	Maggie WONG
µMLA Maskless Aligner system	\$180	\$150	\$80	\$40	<2.5	Ka Ho LAI
Equipment in BOC R7168	Non-CityU \$/hr [1]	CityU \$/hr	Affiliate with MSE \$/hr	MSE HOME \$/hr	Max. Training /hr	Supporting staff
Contact Angle Tester	\$20	\$20	Free	Free	1	Peter Lo
Bruker DektakXT Entry System (DXT-E)	\$50	\$50	Free	Free	1	Peter Lo

Remarks:

(1) During training session, all users will be charged under non-CityU rate and no discount will be offered and minimum booking hours/charge: 0.5 hr

(2) Training takes days for advance equipment - Please consult supporting staff for details.

Effective date: 21 Oct 2020

Revised date: 1 Apr 2024

MSE lab committee

1 Apr 2024