SOP Title: Storage of Scientific Equipment in APCF

Purpose: Describe policy and procedures for storage of scientific equipment in APCF

Responsibility: Users, Faculty, Scientific Officer (SO/APCF)

Related SOP: NA

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Policy and Procedures

1. Storage of scientific equipment in any area of APCF is not encouraged, however it is recognized that certain items of equipment may need to be stored in APCF during on-going experiments.

2. Faculty and Users are to seek the approval of the relevant SO/APCF in charge of the respective APCF zone to store research equipment in the relevant APCF zone. The approval details will include the name of the user, the contact details, the equipment description and the expected duration of storage.

3. The users will have their approval for storage notified in an email confirmation and APCF will maintain a computer register of approved stored equipment.

4. Please note: that storage of scientific equipment in APCF is at the risk of the User or Faculty and while APCF will take all practical steps to ensure the care and safe storage of the equipment, APCF will not accept any responsibility for any damaged equipment.