

Advanced Diagnostic Laboratory (ADL) Policies and Rules

To ensure safety and effectiveness of our management, ADL has prescribed rules and policies to be followed by potential users:

1. All researcher or student must fill in ‘**REQUEST FOR THE USE OF ADL’S FACILITY FOR RESEARCH ACTIVITY**’ form. Only approved registration can commence and use ADL facilities.
2. The facilities of ADL are meant only for diagnostic services and all equipment shall be operated by **well trained** and **competent** personnel.
3. ADL offers its service within office hours on a normal basis, however lab services after office hours can be requested in special circumstances. Researcher or student must fill in ‘**Borang Bekerja Selepas Waktu Pejabat**’ provided by Occupational Safety and Health Unit, Universiti Sains Malaysia.
4. Researcher or student must adhere to Standard Laboratory Safety Rules (SLSR) when in ADL lab, the management of ADL have a right to stop anyone from working in the laboratory if SLSR is not followed.
5. ADL do not provide reagents and consumables items. The purchasing of specific reagents must be ordered through laboratory personnel.
6. Wearing lab coat and glove is a mandatory to researcher/student that using this lab.
7. Researcher or student must follow instruction of operation manuals when using instruments. All research samples will be performed by ADL relevant staff who is identified by ADL management. Only in special circumstances, researcher or student may handle under supervision but this is after liaison with the management and approval is obtained.
8. Researcher or student must take full responsibility on the stated facility under their operation.
9. Nobody other than the registered researcher or student is allowed to work in the lab.
10. Failure to comply may warrant on exclusion of further use of the ADL facilities.
11. Use of any facility by the researcher or student shall not jeopardised clinical services run by ADL. Priority shall be given to patient’s sample analysis should any clinical need arise.
12. **IMPORTANT:** Each researcher or student is required to fill the record book provided in ADL for each individual equipment being used.