



Guidelines for providing advanced tools

Department of Service and Tool Utilization
The Center for Scientific and Technological Equipment
Walailak University

Vision



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The Center for Scientific and Technological Equipment

As a model for a service-integrated laboratory

Along with analytical standards

Cultivate knowledge to the community

Social and Environmental Responsibility

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Mission



- Be a model for a safe, socially and environmentally responsible laboratory and workplace.
- Providing teaching and learning services in basic science operations health science and science and technology.
- Providing analysis and testing services that meet international standards with a quality laboratory system.
- Support research and academic services from various agencies both inside and outside the university.



Duties and Missions

1. Provides advanced tools to support learning, teaching, research and academic services.
2. Test analysis services with tools such as AAS ICP-OES GC GC-MS HPLC IC FT-IR NMR Fat Analyzer CNS Analyser Bomb calorimeter and SEM etc.



Providing advanced tools

1. Requesting the tool yourself.
2. Request for a test analysis service.
3. Service request process.
4. Announcement of guidelines.



1. Manually requesting the tool

1.1 Fill out the tool request form. (CSE-TTSS-FM-01)

1.2 Book a tool through the system at <https://cse.wu.ac.th>

at Request Service Tool





1. Manually requesting tools (continued)

1.3 Rules of conduct for requesting use.

1. There is no policy to open tools on public holidays. (Saturday, Sunday, Public Holiday)
2. The request must be requested at least 3 business days in advance.
3. Log in by filling in the correct username and password. (Use the same password as the university system)
4. Execute a request for use in the system By filling out all the information completely.
5. When the request has been processed in the system successfully The system will inform the request information to the e-mail of the equipment administrator.
(University email)
6. Cancellation of the application must be canceled at least 1 day in advance.
7. You must assess your satisfaction with the service before making your next request.



2. Request for analysis and testing services

2.1 Fill out the sample request form. (CSE-SIS-FM-TE-01)

2.2 Additional information can be obtained from

<https://cse.wu.ac.th>

by going to menu service Test Analysis Service



3. Service request process

3.1 Procedure for requesting services.

1. Customers contact for service at the tool center by filling in the sample request / tooling request.
2. Customer checks to confirm the condition of the samples. and receive an appointment card for the test results.
3. Conduct a test analysis. and notify the payment of the service.
4. The customer pays for the service. and receive a test report

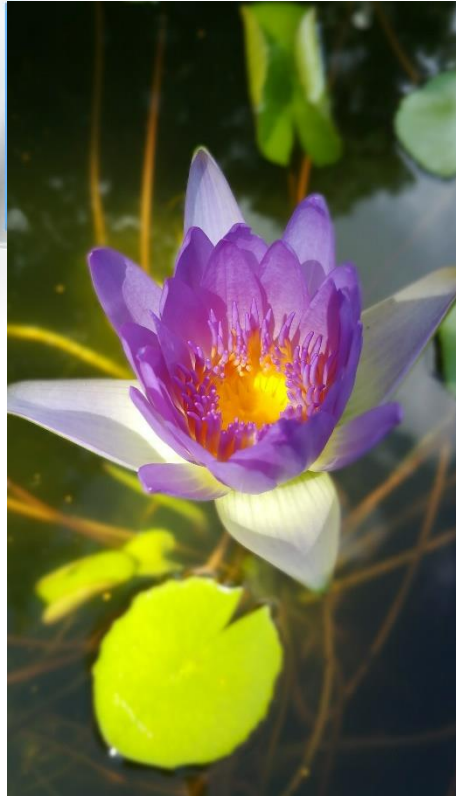
3.2 Payment.

1. Pay in cash at the office.
2. Pay by bank transfer Walailak University Krung Thai Bank, Tha Sala Branch,
Account Number 828-0-95400-7



4. Announcement of guidelines

1. Announcement of The Center for Scientific and Technological Equipment titled The Center for Scientific and Technological Tooling Guidelines Manual equipment.
2. Service rate announcement (>350 items)
 - Water Analysis Service
 - Microbiology Analysis Services
 - Soil analysis services, plants, fertilizers, food and animal feed
 - Instrumental analysis services such as NMR, SEM, FTIR, etc.
 - Physical analysis and engineering services
 - Service charges for using advanced tools during business hours
 - Appendix



thank you