

## Appendix 1 Procedures for after-hours experiments, etc.

The following procedures must be taken when conducting experiments in each laboratory during the following hours.

### 1 Target time

Date	Time
Monday - Friday	9:00 p.m. – 8:30 a.m. of the next day
Saturday, Sunday, and Holidays	All day

### 2 If you wish to conduct an after-hours experiments

- (1) If two or more students wish to conduct an experiment during the above hours, they must fill the "時間外居残り届" form (Attachment 1) and obtain approval from their academic advisor. (If the faculty advisor is on campus and can be reached, the form is not required.) The "時間外居残り届" form is posted on the bulletin board on each floor (or in front of the laboratory on floors without bulletin boards). After the experiment is finished, it should be removed from the bulletin board and submitted to the Section of Administration Office(系事務室). (No after-hours experiment will be approved for only one student. However, if the supervising faculty member is in the same room, the experiment will be approved and no notification is required.)
- (2) Experiments that are expected to be dangerous will not be conducted. In principle, experiments will not be conducted on Saturdays, Sundays, national holidays, or other holidays. If an experiment must be conducted for unavoidable reasons, sufficient instructions must be obtained from the supervising professor in advance.

### 3 If you wish to conduct an all-night unattended operation

- 1) When conducting an unattended operation, complete the "終夜無人運転中" form (Attachment 2) and obtain instructions and approval from the supervising instructor. (Notification and approval are not required for freezers and air conditioners.) Unattended operation of potentially hazardous experimental equipment will not be conducted.
- 2) The "All-Night Unattended Operation" form (Attachment 2) should be posted at the entrance of the laboratory.

### 4 Other

- 1) Please note that a bulletin board is available on each floor of each building for posting a "時間外居残り届".
- 2) Anyone who finds anything unusual in a reported laboratory or a laboratory in unmanned operation throughout the night should contact the person listed in the "Contact" column and report it to the monitoring room (Energy Center Ext. 9290, direct line 0258-47-9290).
- 3) In addition to the above notification, depending on the situation, the person should also call the campus emergency response phone (extension 9999, direct dial 0258-47-9999), the fire department (119), etc.

別紙1

時間外居残り届	
日時	令和 年 月 日( )時から 月 日( )時まで
室名	実験室 系 号室(内線)
	居室 系 号室(内線)
区分	実験・デスクワーク・両方
実験内容	
居残者氏名	
異常時 教員連絡先	
指導教員 ・サイン	

別紙2

終夜無人運転中	
日時	令和 年 月 日( )時から 月 日( )時まで
室名	実験室 系 号室(内線)
実験内容	
予想される 危険な状況	
実験者氏名	
異常時 連絡先	学生 外線 ー
	教員 内線 外線 ー
指導教員 ・サイン	

Forms available at:

[https://www.nagaokaut.ac.jp/gakunai/designated/jinji\\_romu/JIKO/jiko.files/todoke.xlsx](https://www.nagaokaut.ac.jp/gakunai/designated/jinji_romu/JIKO/jiko.files/todoke.xlsx)