

To: Ms Sindy TSE

Fax: 2194 0670

Collection Form for Laboratory Safety Resources

| | |
|-------------------|--|
| Time : | 9:00 a.m. – 12:30 p.m. and 2:00 p.m. – 5:00 p.m. (From Monday to Friday, except public holidays) |
| Place: | Science Education Section, Education Bureau Room E232, 2/F, East Block, Kowloon Tong Education Services Centre, 19 Suffolk Road, Kowloon Tong 九龍塘沙福道19號九龍塘教育服務中心東座2樓E232室 教育局科學教育組 |
| Telephone: | 3698 3522 / 3698 3438 |

Please issue the following materials to the bearer of this form.

| | Quantity* | Unit |
|--|-----------|-----------------|
| Poster on Laboratory Safety ¹ (distributed in Jan 2003) | | Set of 3 sheets |
| Poster on Laboratory Safety ¹ (distributed in Jul 2007) | | Set of 3 sheets |
| Self-adhesive Hazard Warning Labels ² | | Sheet(s) |
| Warning Signs on Laser Radiation (15 cm X 20 cm) ³ | | Sheet |
| Warning Signs on Radioactive Substances (15 cm X 20 cm) ³ | | Sheet |

* Please read the corresponding notes and write down the required quantities where appropriate.

1. Schools which have not collected the posters before may collect one set of poster for each laboratory / demonstration room.
2. Each school may collect a maximum of 30 sheets of the labels at one time. Similar hazard warning labels are also available from scientific equipment suppliers.
3. Each school may collect a maximum of 1 sheet of the warning sign at one time.

Notes:

1. The handbook on Safety in Science Laboratories can be downloaded from http://cd1.edb.hkedcity.net/cd/science/laboratory/safety/SHB_2002e.pdf (English version) and http://cd1.edb.hkedcity.net/cd/science/laboratory/safety/SHB_2002c.pdf (Chinese version). Schools are advised to keep the handbooks in places such as staff room, preparation room or library so that the materials are readily accessible to every science teacher and laboratory technician.
2. Please fax this form to 2194 0670, contact us by phone, and then arrange a staff member, bringing along the original copy of the form, to collect the materials.

| |
|-------------|
| School Chop |
|-------------|

Signature of Principal : _____

Name of Principal : _____

Name of School : _____

Contact Person : _____

Contact Telephone No : _____

Date : _____