**SHARED FACILITY SERVICES – INTERNAL CLIENT REQUEST FORM**

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| 1. **CLIENT INFORMATION** | | | | | | |
| Name of Client: |  | | | Date of Request: | |  |
| Nature of Client: | |  |  |  |  | | --- | --- | --- | --- | |  | **STUDENT** |  | **FACULTY MEMBER** | |  | Undergraduate |  | For Research | |  | For Regular Class | *(If yes, attach Notice to Proceed/ Copy of LIB if applicable)* | with approved LIB? Yes No | |  | For Thesis |  |  | |  | Graduate School |  | For Extension | | | | | | |
| Address: |  | | | | | |
| Products/Services: |  | | | | | |
| Contact Number: |  | | Designation: | |  | |
| ID Number: |  | | Email Address: | |  | |
| 1. **SERVICE REQUEST INFORMATION** | | | | | | |
| Purpose of Request:  (Include title of research project, as applicable) |  | | | | | |
| Schedule of Use:  *(Date/ Estimated time to complete)* |  | | | | | |
| No. of Occupants/Users: |  | | | | | |
| 1. **FACILITIES** (Put a check mark on the box for the requested facility/ies.) | | | | | | |
| Fruits and Vegetable Processing Laboratory | | Physico-chemical AnL Lab | | | | |
| Meat and Fish Processing Laboratory | | Food Analysis | | | | |
| Baking Laboratory | | Sensory Evaluation | | | | |
| R&D Laboratory | | Micrbiological Analysis Lab | | | | |
| Conference/Training Room | | Sample Retention | | | | |
| 1. **EQUIPMENT/MATERIALS**   Use the attached **“List of Equipment and Materials”** for the request. | | | | | | |

**PRIVACY STATEMENT**

I am fully aware that the Tarlac State University (TSU) is bounded and obligated under the Data Privacy Act of 2012 and its Implementing Rules and Regulations (IRR) effective September 8, 2016 to protect all my personal and sensitive information that the Food Technology and Research Center (FTRC) collected, processed and retained upon my disclosure. Likewise, I am fully aware that TSU may share such information to affiliated or partner organizations as part of its contractual obligation, or with government agencies pursuant to law or legal processes. In this regard, I hereby allow TSU to collect, process, use and share my personal data contained hereof in the pursuit of its legitimate academic, research and extension purposes and/or interests as an educational institution.

I hereby certify the correctness of the above information and declare my full understanding and agreement that services to be provided will be governed by specific terms and conditions, and rentals (as applicable). Also, I understand that I will be held accountable for the damage incurred on the facility/ equipment/ material requested during the period of approved usage.

**Requested by:**

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| Student/ Faculty  *Signature over Printed Name/ Date* |

**Endorsed by:**

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|  |  |  |
| Faculty/ Adviser  *Signature over Printed Name/ Date* |  | College Dean/ Office Head  *Signature over Printed Name/ Date* |

*To be filled-out by FTRC Personnel.*

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| \_\_\_\_\_\_\_\_\_\_ Head, FTRC |
| Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| Director, FTRC |
| Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Reviewed by: \_\_** Available; **\_\_**Not Available **Approved by:**

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| **LIST OF EQUIPMENT AND TOOLS**  Put a check mark on the box for the requested Equipment and Tools. |

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| TOOLS / UTENSILS | QTY |
| * Baking Pan (13” x 13”) |  |
| * Baking Tray (Square Set) |  |
| * Bowl (Set) |  |
| * Brush (☐ 1”, ☐ 2”, ☐ 3”) |  |
| * Cassrole |  |
| * Chiffon Baking |  |
| * Chopping Board |  |
| * Cooking Vat (Palayok) 14.5” Diameter |  |
| * Dough Cutter (☐ Plastic, ☐ Stainless Steel) |  |
| * Dry Measuring Cup * (☐ 1 cup, ☐ 1/2 cup, ☐ 1/3 cup, ☐ 1/4 cup) |  |
| Ensaymada Molder Cup |  |
| * Funnel |  |
| * Kitchen Tray (2” Deep) |  |
| * Knives (Set) |  |
| * Liquid Measuring Cup * (☐ 1 L, ☐ 500 ml, ☐ 250 ml, ☐ 1 cup, ☐ 2 cups |  |
| * Ladle Set |  |
| * Leche Flan Molder Pan |  |
| * Loaf Baking Pan (9.5” x 3”) |  |
| * Measuring Spoon (☐ 1 tbsp, ☐ 1/2 tbsp, ☐ Set) |  |
| * Mixing Bowl (☐ 16”, ☐ 13”, ☐ 12”, ☐ 9”) |  |
| * Muffin Tray (☐ 10”, ☐ 11”, ☐ 12.5”, ☐ 13 ”) |  |
| * Pan w/ Cover |  |
| * Pastry Brush |  |
| * Pastry Smoother |  |
| * Pastry Tester |  |
| * Piping Tips (Set) – 23pcs |  |
| * Pressure Cookers |  |
| * Puto Molder |  |
| * Rolling Pin (☐ Wood, ☐ Plastic) |  |
| * Scissors |  |
| * Sieve |  |
| * Sifter (9 in diameter) |  |
| * Spatula Offset / Flat (☐ 9”, ☐ 10”, ☐ 11”) |  |
| * Spatula Wide (Wide) (☐ 9”, ☐ 10”, ☐ 13”) |  |
| * Spatula Silicon |  |
| * Strainer |  |
| * Steamer |  |
| * Thermometer |  |
| * Wire Whisk |  |

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| EQUIPMENT / APPARATUS | QTY |
| * Incubator |  |
| * Autoclave |  |
| * Biosafety Cabinet (Level II) |  |
| * Shaking Water bath |  |
| * Stomacher Blender (Sterile) |  |
| * Colony Counter |  |
| * Stereo Microscope |  |
| * Conductivity / TDS / Salinity Meter |  |
| * Top Loading Balance |  |
| * Laboratory Freezer (-25 °C) |  |
| * Moisture Analyzer |  |
| * Analytical Balance |  |
| * Colorimeter |  |
| * Hot Plate with Magnetic Stirrer |  |
| * Soxhlet Hot Plate |  |
| * pH Meter |  |
| * Consistometer |  |
| * Refractometer |  |
| * Water Activity Meter |  |
| * Centrifuge |  |
| * Viscometer |  |

**FOOD PROCESSING LABORATORY ANALYTICAL TESTING LABORATORY**

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| EQUIPMENT / MACHINES | QTY |
| Fruits and Vegetable Processing Laboratory |  |
| * Noodle Maker |  |
| * Pasteurizer |  |
| * Vegetable Cutter |  |
| * Pulverizing Machine |  |
| * Convection Oven |  |
| * Range with Oven |  |
| * Chest Type Freezer |  |
| * Refrigerator |  |
| * Gas Stove Double Burner |  |
| * Portable Retort |  |
| Meat, Fish and Poultry Processing Laboratory |  |
| * Meat Slicer |  |
| * Meat Grinder |  |
| * Meat Bowl Cutter (Bowl Chopper Machine) |  |
| * Sausage Linker Machine |  |
| * Smokehouse Oven |  |
| * Range with Oven |  |
| * Chest Type Freezer |  |
| * Turbo Broiler |  |
| * Refrigerator |  |
| * Gas Stove Double Burner |  |
| * Deep Fryer |  |
| Breads and Pastry Processing Laboratory |  |
| * Gas Deck Oven |  |
| * Industrial Oven |  |
| * Industrial Mixer |  |
| Packaging Room |  |
| * Form, Fill and Seal |  |
| * Continues Band Sealer |  |
| * Vacuum Packaging Machine |  |
| * Vacuum Sealer |  |
| * Band Sealer |  |
| * Pedal Band Sealer |  |
| * Can Seamer |  |
| Research and Development Laboratory |  |
| * Fruits and Vegetable Drier |  |
| * Food Processor |  |
| * Electric Oven |  |
| * Portable Retort |  |
| * Meat Slicer |  |
| * Gas Stove Double Burner |  |
| * Deep Fryer |  |

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