Fermentation and Bioprocessing Laboratory (FBL)

Booking instructions
QUT staff and students

Step 1 - Prepare your project proposal

Please fill out the Project Scope Form and Sample Declaration Form with as much information as you have about your project. You'll also need to read and sign the Working in Q620 Agreement and then send both forms to the lab manager at brf@qut.edu.au. Please note, your supervisor will need to co-sign both of these forms with you.

Each project has to be covered under proper MAPS (risk assessment). Please list the lab manager in your MAPS for reviewing.

Step 2 - Complete the online safety training and forward the certificates to the lab manager.

All FBL users must complete the following mandatory QUT training:
- General Evacuation Training
  – to be completed annually
- Health, Safety and Environment Induction
  – to be completed every 2 years
- Laboratory Induction
  – to be completed every 3 years
- Biosafety Online Training
  – to be completed every 3 years

It is the responsibility of you and your supervisor to ensure these mandatory training modules are completed and refreshed as required.

Step 3 - Onsite orientation

The lab manager will contact you to arrange a face-to-face induction. This will be an opportunity for you to discuss your project requirements in more detail, confirm the work that you will do at FBL, and clarify the support you need. The lab manager will also provide you with information on activities that incur fees and arrange quotes for services. You'll need to sign the induction form and then send to the the lab manager at brf@qut.edu.au.

After you've completed the FBL orientation session, you'll receive swipe card access for the relevant timeframe (either during work hours or after-hours access), and you'll be able to book instrument training and start your work in the lab.

Most equipment in the FBL requires specific instruction. Users will be granted proper certificates for advanced equipment after receiving training, which allows you to view and book them.

For equipment booking:

www.carfbookings.qut.edu.au/book.dll