
SCBE Central Equipment Usage Rules

- 1) Shared research facilities open to PG and research staff. FYP students cannot access the booking.
- 2) User must complete the SCBE safety induction training before requesting for equipment training.
- 3) User is required to submit the training application form with risk assessment and schedule the operation training with instrument manager. Training and equipment usage are chargeable.
- 4) Trainee is required to practice at least 3 hours within 14 days and 6 hours within 1 month after training. He/She must attend re-training if he/she fails to do so.
- 5) User is not allowed to take trainings on more than 3 equipments in 10 days or more than 2 on advanced equipments in 10 days.
- 6) In any case, if trained user does not use the equipment in 3 months, his/her access will be revoked. He/She must attend re-training to re-activate the access.
- 7) If user is banned by one of the schools, same penalty will be imposed in SCBE.
- 8) User is required to book or cancel the equipment usage at least 24 hours in advance.
- 9) User needs to follow the booking slots and operate the instrument with great care. User is not allowed to change/remove equipment/accessories or change configuration or computer settings.
- 10) Booking slot is not transferrable. User must use their own access card. Do not borrow or lend to others
- 11) User is recommended to use the equipment in office hours if the bookings are not full in office hours.
- 12) Only proficient and independent user will be granted access for after-office-hour usage. User must be competent in proper operation of the equipment and complete relevant safety courses. Professional officers have rights to reject any user who may not be qualified to work alone.
- 13) For XRD and equipment using class 3b & above lasers, users must apply user license from NEA to operate the equipment.
- 14) User must stop using the equipment and report to the instrument manager and technical support staff immediately if any error or abnormal condition occurs in your slot.
- 15) User and the PI must be responsible for any damage caused due to improper operation and reckless activities.

- 16) User must sign in/sign out and record all the errors properly for the equipment usage every time.
- 17) User is required to maintain a clean workspace and restore the equipment and accessories to prior condition, and return the accessories immediately after usage. User must dispose the waste properly following the safety regulations.
- 18) Disciplinary action will be taken for those who violate the rules or regulations.