1) User must fully understand and adhere to the SCBE central equipment usage rules and charging rates before requesting for training.

2) User must complete the SCBE safety induction training and required e-learning safety modules before requesting for equipment training.

3) User is required to register in FOM-CEBS central equipment online booking system via the link [https://cebs.ntu.edu.sg](https://cebs.ntu.edu.sg) before requesting for training.

4) SCBE user is required to submit the signed training request form with valid chargeable account information, safety-training record, and risk assessment form.

5) The equipment manager will schedule the operation training with user after he/she completes the above-mentioned step 1 to 4. Any incomplete or inappropriate training request form will not be processed.

6) SCBE FYP or undergraduate student must be guided by a mentor, and the mentor will need to take the full responsibility for the usage.

7) SCBE visitors will need to pay for usage and service charge for sample analysis by the equipment manager.

8) University non-SCBE users will need to submit the charging form before arranging for equipment training or usage. Usage hours paid must be completed within 6 months after training and the deposit is non-refundable.

9) Training will be arranged in group. Any urgent request will be subject to equipment conditions and instrument manager’s availability.

10) Essential theoretical and practical skills are required before requesting for AFM, SEM, FESEM, TEM, BET and Chemisorption trainings.

11) Trainee is required to practise at least 3 hours within 14 days after training for AFM, SEM, FESEM, TEM, BET and Chemisorption. He/She must attend re-training or re-test if he/she fails to do so. Equipment training and operation test are chargeable.

12) User is not allowed to take trainings on more than 3 equipment within 10 days or more than 2 on advanced equipment within 10 days.

13) 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 or re-test to re-activate the access. Equipment training and operation test are chargeable.

14) Instrument manager reserves the right to remove any user’s access due to user’s negligence, repeatable mistakes or inconvenience to other users.

15) If user’s access is removed due to any non-compliance, to reactivate the equipment access, user must re-take all the safety courses and equipment training as well as operation examination. Equipment training and operation examination are chargeable.

16) If user is banned by one of the schools, same penalty will be imposed in SCBE.

17) User is required to book or cancel the equipment usage at least 24 hours in advance.

18) User needs to follow the booking slots and operate the instrument with great care.
19) User is not allowed to change/remove equipment/accessories or change configuration or computer settings.

20) User is not allowed to log in the password protected equipment computers by himself/herself.

21) Booking slot is not transferrable. User must use their own access card. Do not borrow or lend to others. User is recommended to use the equipment in office hours if the bookings are not full in office hours.

22) Only proficient and independent user will be granted access for after-office-hour usage. Instrument manager has the right to reject any user who may not be qualified to work alone. User must be competent in proper operation of the equipment and complete relevant emergency safety courses (Use of fire extinguisher, Use of fire blanket, CPR AED awareness, etc.). User should attach risk assessment form together with after-office-hour access form to apply for after-office-hour access at least 3 days in advance. The form should be signed by supervisor, instrument manager, safety officer and the date of after-office-hour access needs to be indicated.

23) For XRD and X-ray machine, user license is required. PG student who is exempted from applying R1 license must be supervised by a L5 licensed operator. User must complete e-learning modules pertaining to ionizing radiation safety.

24) For equipment using class 3b & above lasers, user must apply N3 user license from NEA to operate the equipment. User should attach a copy of valid user license together with equipment training request form to apply for equipment training. User’s access to the equipment shall be suspended when his/her license is expired. User should update the instrument manager with renewed license in order to continue to use the equipment. User must complete e-learning modules pertaining to non-ionizing radiation safety.

25) User must stop using the equipment and restore the equipment in a safe status and then report to the instrument manager and technical support staff immediately if any error or abnormal condition occurs in your slot.

26) User and the PI must be responsible for any damage caused due to improper operation and reckless activities.

27) User must sign in/sign out and record all the errors properly for the equipment usage every time.

28) 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.

29) Disciplinary action will be taken for those who violate the rules or regulations.

30) SCBE laboratory safety rules for central facility lab must be adhered at all times, these include wearing of personal protective equipment such as lab coat, long pants, covered shoes, safety glasses and protective gloves when working in the lab. If user is found not wearing proper attire, or not wearing PPE, their access to central equipment lab facility shall be suspended. The user shall need to re-attend SCBE Safety Induction course as well as all relevant safety training courses to reactivate their access.
31) SCBE reserves the right to reject any user’s request due to any reasons (e.g. user’s carelessness, equipment maintenance etc.) and the school’s decision will be final.