SCBE Central Equipment Usage Rules

1) Shared research facilities open to PG and research staff. FYP students cannot access the booking. User must fully understand and adhere to the SCBE central equipment usage rules before requesting for training.

2) User must complete the SCBE safety induction training before requesting for equipment training.

3) User is required to do registration in FOM-CEBS central equipment online booking system via stafflink/studentlink before requesting for training.

4) User is required to submit the training application form, safety training record, and risk assessment form and schedule the operation training with instrument manager. Any incomplete or inappropriate training form won’t be processed.

5) Training and equipment usage are chargeable. Usage hours paid must be completed within 6 months after training and the deposit is non-refundable.

6) Training will be arranged in group (3-5 users). Any urgent request will be subject to equipment conditions and instrument manager’s availability and additional charge will be incurred.

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

8) Trainee is required to practice at least 3 hours within 14 days and 8 hours within 2 months after training for AFM, SEM, FESEM and TEM. He/She must attend re-training if he/she fails to do so.

9) 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.

10) 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.

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

12) 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.

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

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

15) User needs to follow the booking slots and operate the instrument with great care.

16) User is not allowed to change/remove equipment/accessories or change configuration or computer settings.

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

18) Booking slot is not transferrable. User must use their own access card. Do not borrow or lend to others. Non-SCBE user must show his/her booking schedule to collect the
visitor pass from SCBE reception (N1.2-Level 1 General Office) and return the pass immediately after use.

19) User is recommended to use the equipment in office hours if the bookings are not full in office hours.

20) Only proficient and independent user will be granted access for after-office-hour usage. Instrument managers have rights 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 conducted by NTUlearn (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 chairman and the date of after-office-hour access needs to be indicated.

21) For XRD and X-ray machine, PG student who is exempted from applying R1 license must be supervised by a licensed operator.

22) For equipment using class 3b & above lasers, users must apply 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.

23) 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.

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

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

26) 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.

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

28) Basic safety laboratory 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 users are 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.

29) 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.

Updated in 2017