

General Guidelines for Core Facility/Equipment Usage

1. New **SBS** end-users must first fill an application form endorsed by the SBS principal investigator and return to LIBSB Room 210 before the cut-off date for endorsement to get access to service. **The cut-off date is scheduled on the 15th of each month** and the form can be downloaded from the Core Laboratories webpage.
2. Access to facilities for **non-SBS** members will be considered. Principal investigator of the project please submits the request to sbscore@cuhk.edu.hk. The principal investigator, together with the end-users, will be invited for a discussion on project requirements and facility usage procedures in person. Requests of non-PIs will not be entertained.
3. Duration of the Core lab access for SBS members is within the duration of the service contract and one year maximum for non-SBS members. Access will be automatically inactivated when the approved period expires.
4. Users are encouraged to i) acknowledge the School Core Laboratories of Faculty of Medicine for provision of equipment, technical and/or software support in their research output and publications; and ii) send a copy of your publication to the Core Laboratories for record.
5. Applicants will be notified by email to undertake a **COMPULSORY** orientation talk of the Core facilities after the form is submitted. Core Laboratory coordinator will conduct an overview of the general guidelines for Core Facility / Equipment usage, to demonstrate the proper procedures for online booking and a name badge will also be issued.
6. User should contact the individual core laboratory coordinator to discuss their project overview and to undertake a local induction on proper use of individual equipment, safety and security procedures of the equipment. User must demonstrate that he/she can operate the equipment independently **BEFORE** login password is granted.
7. SBS Core Access Card will be distributed to user after the Orientation talk. User must return the access card to Core Lab Office **IN PERSON** on or before the **expiry date**.
8. **Passwords** for online bookings will only be **issued to staff and postgraduate students of SBS authorized by principal investigator of SBS**.
9. Login password to access booking of core equipment will automatically be removed if registration with the Core Laboratories has EXPIRED or if the status has changed. Re-registration and renewal of name badge before the expiry date is required.
10. ALL users must wear a lab coat and the **SBS Core Lab access card** at all times whenever working in Core Laboratories. CU link card will be asked by Core staff for identity verification.
11. For safety reasons, those who work on **biohazard** or **toxic samples** must **notify** the **core laboratory coordinator** of the designated laboratories **BEFORE** operating on the instrument.
12. Only SBS authorized users who also have completed the induction training can make online bookings for the required service and **NAME of the END-USER** should be **entered in the time-slot**. Bookings of any instruments by untrained end-users without prior arrangements with the core laboratory coordinator will not be entertained, and these bookings will be deleted.
13. Once booking of equipment is made, charges will be automatically deducted from your SBS account, unless cancellation is made **5 hours** before the booking time slot.
14. Charges on use of equipment/facilities **WITH EXPIRED STATUS, WITHOUT** booking or prior notification with reasonable justifications to **the core laboratory coordinator** of the designated laboratory will be **DOUBLED** and will be **BANNED** from using Core Facilities if found; whereas end-user accompanying unauthorized visitor(s) without prior approval from Core Laboratories will be considered as non-SBS use and charged at non-SBS rate accordingly. For **late show-up** or **over-time use** (15 minutes after end of booked session) will be **100%** charges.

15. Empty time-slots on the day can be filled by ‘trained’ users or the current users of the equipment/facility. For those whose booking quota per day has reached to maximum, registered user can directly contact the core laboratory coordinator for additional booking sessions.
16. End-user/SBS User, with **PRIOR approval** from the Core staff-in-charge of the designated laboratories, is allowed to bring visitor(s) to the core laboratory. The following procedures must be followed **prior** the visit:
 - Date of the visit, name(s) of the visitor(s), department & institution the visitor(s) belong to and purpose of the visit must be provided to the Core staff-in-charge for approval.
 - **BEFORE** the visit, the SBS User concerned must check out a “Visitor” badge from Core Office.
 - On the day of the visit, visitor(s) must wear the “Visitor” badge at all times when entering any of the core labs.
 - During the visit, SBS User must accompany the visitor at all times and they must not cause any disturbance to other core users or operate the Core instruments without Core Lab’s permission.
 - After the visit, “Visitor” badge must be returned to Core Staff-in-charge in person on the day.
 - Core Lab reserves the right to decline any site visit request to Core Facilities if deemed necessary.
17. Users are required to **bring their own consumables, 70% ethanol to clean up benches** and **remove any unwanted materials to your own waste bucket** upon completion of use of facility/equipment unless indicated otherwise.
18. No user should make alterations to any core equipment settings without prior approval or supervision of the **core laboratory coordinator** of the equipment.
19. Equipment failure or mishaps must be reported immediately to the core laboratory coordinator. Costs incurred to repair the damage will be borne by those who have done the damage. The next user who spotted the damage should report to the core laboratory coordinator immediately. Otherwise, the last user of the broken equipment will hold responsibility and the PI concerned will bear costs for the damage.
20. Users violating the regulations will be banned from accessing the facilities, and will have to appeal to the Committee of Core Laboratories Management for the ban to be lifted.
21. Data storage:
 - Users are required to bring their own USB/DVD/CD/External Hard disk (HD) for recording data generated. DVD/CD is available upon request.
 - It is **compulsory** for users to **scan** their USB/DVD/CD/External HD using the anti-virus software installed on the computer of the corresponding equipment before transferring data.
 - Users should transfer their data files from the machine after EVERY experiment.
 - Data files stored on the machine will be deleted **FIVE** working days after experiments without advanced notice. However, data files greater than 1GB will be automatically removed **TWO** working days after experimentation.
22. Access hours:

For all Core Lab equipments: Morning session is 9:00 a.m. – 12:30 p.m.
Afternoon session is 2:00 p.m. – 5:00 p.m.

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