

Core Laboratories
School of Biomedical Sciences
Faculty of Medicine
The Chinese University of Hong Kong

General guidelines on applying for temporary access card to Core Labs at After Hours

1. Applicable for access to core laboratories beyond office hours, on weekends and public holidays.
2. Only **SBS full-time** staffs and postgraduate students, (with approval from their supervisors and the core lab coordinator concerned), are allowed after hour access.
3. Non-SBS user, undergraduates and short-term applicants (working period less than 2 months) are **NOT** allowed after-hour access.
4. Only **registered core users trained** on the corresponding facility or piece of equipment are allowed after-hour access.
5. No alterations should be made to the hardware and software of the equipment without prior permission from the lab coordinators.
6. No equipment or equipment parts should be removed from the core lab. without prior permission from the coordinator of the corresponding core.
7. Report any accidents / incidents immediately to the University Security Office at ext. 37999, as well as the corresponding Core Coordinator or Core Lab Office at ext. 34286 on the following working day.
8. The general guidelines on core facility usage apply to after-hour users.
9. Submit the completed form **in person** to the respective lab coordinators and borrow temporary access card by showing **CU link card** and **valid Core lab access card** at **Core Team Office, Room 210 between 16:45 – 17:15.**
10. The card is not transferrable and must be **returned the next working day before 10 a.m. to Room 210.**
11. Any enquiries, please call at ext. 34286 or in person at Room 210.

Levels of Access

Labs of Access	Access Hours
Macromolecular & Microarray Core	Weekdays: 5:00 p.m. to 9:00 a.m. Weekends & Public Holidays: 8:00 a.m.- 9:00 .a.m.
Histology Core Flow Cytometry & Cell Culture Core Microscopy & Imaging Core	Access is to be handled on case by case basis. Please contact the corresponding core coordinator.

**APPLICATION FOR USE OF TEMPORARY ACCESS CARD AT AFTER HOURS
TO CORE LABS**

*****For SBS full-time employed staff and postgraduate students ONLY*****
(Please sign log book at Room 210 upon card collection)

Name of End-user: _____

Position: _____ **CU staff/student card #:** _____

Lab location: _____ **Mobile Phone #:** _____

Name of Supervisor: _____

Thematic Research Program:

CBET DRB NVMB

Facilities to be applied:

<ul style="list-style-type: none">■ Microscopy & Imaging Core (Room 108)■ Histology Core (Room 212)■ Flow Cytometry & Cell Culture Core (Room 412)<input type="checkbox"/> Macromolecular & Microarray Core (Room 612)	Induction training done: Upon request Upon request Upon request Yes / No
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Read and understand the guidelines and the notes below: Yes / No

Endorsed by PI: _____

Date of application: _____

Please read the following notes:

1. Only **SBS full-time staff and Postgraduate students**, with approval from their supervisors and the corresponding core lab coordinator, are allowed after hour access.
2. Only **SBS registered and well-trained SBS user** on the corresponding facility or piece of equipment is allowed after-hour access.
3. The card is not transferrable and must be ***returned the next working day before 10 a.m. to Room 210.***
4. When entering or leaving the Core Labs, make sure the doors are securely closed behind you.
5. If the card is damaged or lost, a charge of \$100 will be debited from your supervisors' SBS account.
6. The end-user and the supervisor will be accountable for any damages or mishaps occurred in the core labs and will be charged to the supervisor's SBS account.
7. 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.