

FACILITY RULES

1. Prior to access to any of the facilities, application must be approved by the facility manager.
2. All users are required to attend training sessions before they are authorized to run any instrument by themselves.
3. Inform the facility manager as soon as possible if your CUFs account number, which is linked to your user account, has changed for any reason.
4. All users must book reservations in advance (Reservations are subject to cancellation for special reasons by the facility manager).
5. Cancellation of a reservation must be made by a user with at least a 24-hour advance notice. Failure to provide this notice will lead to a charge.
6. Before using any instrument, users are required to sign the log sheet or login into the computer system. Please include the username, the instrument name used, the parts consumed and the time of use.
7. Any malfunction or damage of equipment must be noted in the log sheet. If the session is during office hours (M-F, 8:30am~5:30pm), please notify the facility manager.
8. Users take responsibility, both financial and otherwise, for any damage the users may cause to the facilities due to repeated negligence and carelessness on the user's part.
9. All standard safety rules for laboratories must be obeyed at all times.
10. **No smoking, food, and drink** are permitted in the laboratory at any time.
11. If users have moved anything, please return it to its original location.
12. Sign out for any parts borrowed after obtaining authorization.
13. The work area must be left clean and neat at the end of your session.
14. All users are responsible for their own samples and specimens. NIFTI Center has no obligation to keep user's samples.
15. Users should not train their fellow colleagues on any of the NIFT systems. Violations of the rule will strictly dealt.