

## HKUST(GZ) Biosciences Central Research Facility

### User Guide

- It is required to register as a user with the BioCRF booking system before using the facilities in BioCRF.
- User should be trained by technical staffs designated by the BioCRF and be clear about the safety issues and operation procedure of the equipment.
- Only the specific authorised user (but not other users from the same group or Department) is allowed to use the facilities in BioCRF.
- Permission for using the requested equipment will be valid for a period designated by the BioCRF.
- Authorised users should use the booking system of BioCRF and abide to the rules of booking of the equipment.
- Authorised users should sign the logbooks as appropriate.
- Authorised users should ensure that the equipment is clean and in good working order after use.
- If users do not show up for their reservations, they will receive a no-show warning with credit point deduction. Other bad behaviors will also receive credit point deduction. Once the point reaches to -30, users will be suspended for using any equipment in BioCRF(GZ) for at least 15 days. Please pay attention to the regulations on punishment of bad behavior while confirming reservation information.
- The supervisor should inform the user about the University's safety and environment policies, as well as safety statements, standards and procedures related to the user's experiment. The supervisor should also inform the user of any potential hazards and safety precautions.
- The user will be charged for consumables and other running costs of the equipment.
- Maintenance costs due to misuse of the equipment will be charged to the user's supervisor.