

## WJY ITCMR General User Policy (Please send the signed form to [itcmr\\_enquiry@hkbu.edu.hk](mailto:itcmr_enquiry@hkbu.edu.hk))

### 1. General Information

- 1.1. The equipment of Wu Jieh Yee Institute of Translational Chinese Medicine Research (WJY ITCMR) is solely available to registered and authorized persons (hereinafter referred to as “WJY ITCMR users” or “users”).
- 1.2. “Collaborators” refer to users or collaborators authorised by the Programme Leaders of WJY ITCMR.
- 1.3. “Internal users” refer to HKBU staff members and students who do not fall into the category as defined in clause 1.2.
- 1.4. “External users” refer to users from company who do not fall into the categories as defined in clauses 1.2 and 1.3.
- 1.5. Users are required to complete the WJY ITCMR General User Policy, WJY ITCMR Access Registration Form and WJY ITCMR Equipment Access Form and grant approval from their supervisors.
- 1.6. An online booking system has been implemented to cover most WJY ITCMR equipment. Internal users and collaborators are required to reserve each piece of equipment through the booking system. For external users, booking should be requested via email at [itcmr\\_booking@hkbu.edu.hk](mailto:itcmr_booking@hkbu.edu.hk).
- 1.7. Access to each piece of equipment is subject to the satisfactory completion of official training by WJY ITCMR staff and approval by the Director/ Deputy Director of WJY ITCMR, or their representative(s).
- 1.8. All Users are required to abide by the rules set out in this general user policy.
- 1.9. WJY ITCMR reserves the right to amend the WJY ITCMR General User Policy when deemed necessary. Users and their supervisors/ principal investigators/ companies should refer to the WJY ITCMR website for the latest revision (to be arranged).

### 2. Room Access and Security

- 2.1. Users are required to complete the HKBU laboratory safety orientation course offered by Estates Office – Campus Safety and Facilities Management Section of HKBU and/or provide certain safety certificate(s) before they can access the WJY ITCMR laboratories.
- 2.2. After-office hours access will be granted after obtaining the approval from the Programme Leaders for collaborators and departmental approval for internal users. For external users, after-office hours access will not be granted.
- 2.3. Users are not allowed to use other equipment in the laboratories unless they are authorized by the respective departments/ institutes that manage the equipment.
- 2.4. Users are not allowed to bring any unauthorized personnel into any of the WJY ITCMR laboratories.
- 2.5. Users should not use any objects to prevent the proper closing of doors.
- 2.6. A closed-circuit television (CCTV) video surveillance system has been installed in some of the WJY ITCMR laboratories for security and investigation purposes. Captured footages will be retained for 30 days.

### 3. Equipment Access and Training

- 3.1. Prospective user shall submit the completed WJY ITCMR Equipment Training Form to the staff in charge at WJY ITCMR.
- 3.2. Users and their corresponding supervisors shall read the WJY ITCMR General User Policy for accessing WJY ITCMR equipment and confirm they agree to abide by the regulations.

- 3.3. Users and supervisors shall notify WJY ITCMR if any of the provided information has been updated.
- 3.4. Training for WJY ITCMR equipment is to be arranged upon request. Users shall make training requests via email to the staff-in-charge of equipment directly.
- 3.5. Requests for training shall be made at least 10 working days in advance and are subject to the availability of the staff-in-charge.
- 3.6. Users are required to submit the hard copy of WJY ITCMR Equipment Training Form to the staff-in-charge during training.
- 3.7. The equipment will only become available for booking upon completion of these steps, and after the staff-in-charge determines that the user is able to operate the equipment in a safe and proper manner.
- 3.8. Users are not allowed to use any WJY ITCMR equipment for which they have not received training from the WJY ITCMR staff-in-charge, or if their names are not listed on the user list for that piece of equipment.

#### 4. Equipment Booking

- 4.1. Once WJY ITCMR equipment is included in the booking system, collaborators and internal users will have to make equipment reservations by the booking system exclusively. External users should reserve equipment via email at [itcmr\\_booking@hkbu.edu.hk](mailto:itcmr_booking@hkbu.edu.hk).
- 4.2. It is the responsibility of prospective users to request equipment training and obtain room access in time to avoid delays and interruptions to their experiments.
- 4.3. For new users of equipment, their booking right will be granted after they have completed the required training and submitted the WJY ITCMR Equipment Access Form and WJY ITCMR Equipment Training Form.
- 4.4. Booking is available in advance as shown on the below table. Booking is on a first-come-first-served basis.

Category	Booking in advance
Collaborators	28 days
Internal Users	28 days
External Users*	7 days

\*Only equipment that are not provided by the Hong Kong Science and Technology Parks Corporation (HKSTP) will be accepted for booking.

- 4.5. Booking limits may be imposed for some of the WJY ITCMR equipment. Details are available on the WJY ITCMR website (to be arranged).
- 4.6. Bookings may be made in sessions with increments of 60 minutes. Any used parts of a 60-minute session will be counted as a whole 60-minute session.
- 4.7. Bookings may be amended or cancelled up to 24 hours prior to the beginning of a booked session without any penalty. Requests for changes and cancellations within the 24-hour time window shall be made to the staff-in-charge.

#### 5. Equipment Usage and Safety

- 5.1. Users are not allowed to book any WJY ITCMR equipment on behalf of other authorised or unauthorised users.
- 5.2. Users are required to operate WJY ITCMR equipment according to the instructions given by the staff-in-charge during equipment training and as notices placed near the equipment.
- 5.3. Unauthorised reconfiguration, removal and/or relocation of any hardware or software are strictly forbidden.
- 5.4. Users are requested not to open any doors and operate some of the equipment with gloved hands.

- 5.5. Users are required to maintain cleanness and good working order of the equipment; reset the equipment to the original configuration as instructed by our staff and tidy up the work area after each use.
- 5.6. Since WJY ITCMR laboratories are classified as biosafety level 1 (BSL-1) for general open-bench research work, biological samples of Risk Group 2 should be handled in the designated area assigned by our staff. Biological samples of Risk Group 3 or higher are prohibited in WJY ITCMR laboratories.
- 5.7. Users should inform our staffs for bringing chemicals to WJY ITCMR laboratories for temporary storage. All chemicals should be stored at the designated area assigned by our staffs.
- 5.8. Users are required to dispose of glass, sharps, animal, infectious and/or clinical wastes according to the instruction given by the staff-in-charge.
- 5.9. Users shall report any damages or malfunction of an equipment to the staff-in-charge as soon as practicable.
- 5.10. Users are required to sign the log sheet for an equipment by filling in all the required fields right after each use.
- 5.11. Users are not allowed to use any personal USB storage devices (e.g., USB flash drives and portable hard disks) or rewritable discs (e.g., CD-RW and DVD-RW) to copy their data from any computers connected directly to WJY ITCMR equipment. Temporary storage devices for data transfer will be provided by WJY ITCMR. Users are not allowed to take the devices out from the WJY ITCMR laboratory area.
- 5.12. Users are advised to copy their data immediately after each experiment. **Any experimental data stored on computers connected to WJY ITCMR equipment for more than 10 working days may be removed without prior notice.**
- 5.13. Eating or drinking is strictly prohibited in WJY ITCMR laboratories. Offenders will receive a warning, and their supervisors will be notified.
- 5.14. Microscope users are required to clean the oil and water immersion objective lenses (if they have used any) with 70% ethanol using a lens paper, lower the objective nosepiece and click the objective with the lowest power into position after use.
- 5.15. Users of flow cytometers are required to use cell strainer to eliminate clumps and debris before analysis. Users are also required to disinfect and wash the instrument according to the instructions given during an equipment training session and as notices posted near the instrument.

## 6. Charging Scheme [To be implemented by 2025 Q1]

- 6.1. A charging system has been implemented to cover most WJY ITCMR equipment (to be arranged except for clauses 6.7)
- 6.2. The costs for equipment usage, no-show penalty, training, consumables, technical support and/or other running costs will be charged to the supervisors' accounts.
- 6.3. Charges for equipment usage are calculated from the record of the booking system.
- 6.4. Subsidised rates for equipment usage are offered to collaborators and internal users.
- 6.5. WJY ITCMR reserves the rights to make final decisions on determining which group a user belongs to and whether a subsidised rate is to be offered to the user.
- 6.6. All charging rates are subject to change without prior notice. The latest charging scheme is available on the WJY ITCMR website.
- 6.7. Equipment usage will be charged according to the booking system schedule. Any booked but unused timeslot or user fails to show up might be charged for 100% of the charge rate for the whole session or a penalty of HKD 200 if the charge for equipment usage is not defined.

## 7. Obligation and penalties

- 7.1. Supervisors are responsible for informing the users of the university and/or departmental safety policies and/or company safety policies, as well as the potential hazards and safety precautions in relation to each experiment.
- 7.2. Users will be given warnings (verbal and/or written) for misuse of equipment or misconduct. Repeated offences will lead to suspension access to WJY ITCMR equipment.
- 7.3. Supervisors are liable for the costs of repairing and/or replacing damaged equipment resulting from misuse by the users.
- 7.4. The booking and access to the WJY ITCMR equipment of all associated users will be suspended if the supervisor is unable to settle the equipment usage charges within 3 months of the invoice date.

## 8. Acknowledging WJY ITCMR in Publications

- 8.1. As the acquisition and maintenance of WJY ITCMR equipment are heavily subsidised by the University, **users are requested to acknowledge WJY ITCMR in their publications** (e.g., in reports, presentation, journal publications, conference papers, theses, etc.). **Please acknowledge as “Wu Jieh Yee Institute of Translational Chinese Medicine Research, HKBU”** in grant applications and the acknowledgement section of any publications.

I read and agree to follow the WJY ITCMR General User Policy.

Applicant's name: \_\_\_\_\_ Programme Leader / Department / Company: \_\_\_\_\_

Applicant's signature: \_\_\_\_\_ Date (YYYY/MM/DD): \_\_\_\_\_