

# Instructions for using the Common-use Equipment Room

## Trash disposal

Please comply with the following rules when disposing of trash.

1. Trash cans are not permanently installed in each working space. Take the small trash can near the entrance (as shown in the photo on the right) to the working space to collect trash while working there.
2. Separate applicable trash into the larger cans near the entrance (as shown in the photo on the lower right) after you have finished in the working space. The orange box is for combustible trash and the blue one is for non-combustible trash. Take any other trash, including liquid, glass and medical wastes to your laboratory.
3. Wash the used trash can in the sink and put it back where you found it.



## Reservation for using the Common-use Equipments

1. Be sure to confirm the reservation status and make a reservation in the table before using an instrument. Please make a reservation for using common equipment at University's portal site (<http://univ.obihiro.ac.jp/~kyotuportal/>). Users are allowed to make up to two reservations per instrument at one time. Refrain from reserving an instrument for longer than necessary to avoid annoying other users. (Bad example: reserving a real-time PCR or a confocal laser scanning microscope for a full day.)
2. The samples left in the instrument even after the reservation period has ended inconvenience the next users. Please be aware that the next users can remove such samples from the instrument at their discretion.

## Other matters

1. Users are prohibited from taking the fixtures out of the room. Equipment for rent, however, can be lent out after submitting an application.
2. Clean up the space after use. Be sure to take all of your personal belongings to your laboratory.
3. Before retrieving data using a USB stick, be sure to scan the USB stick with your computer's antivirus software.

Please note that the usage rules may be subject to change in the future depending on the usage situation. Feel free to ask us if you have any questions or requests.

Station for management of common equipment

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