

# Notes on the Use of the Common-use Equipment Room

## 1. Entry and Exit to and from the Common-use Equipment Room

- (1) Anybody entering or leaving the Common-use Equipment Room (hereinafter referred to as “the Equipment Room”) must register with the Entry and Exit Control System in advance. If users include students, specify their Student ID Numbers in the Common-use Equipment Room (Use/Use Change/Use Cancellation/Continued Use) Application Form (hereinafter referred to as “the Application Form”).
- (2) Each person needs to be authenticated by the Entry and Exit Control System before entering or leaving the Equipment Room.

## 2. Use of Common-use Equipment

- (1) To use the common-use equipment specified in the Application Form, head users (in principle, students, researchers and the like are ineligible to become head users) must check the relevant box in the form and submit it to Station for management of common equipment (hereinafter referred to as “the Station”). They must also submit a new Application Form in the event of any changes in the submitted information, cancellation of the equipment use during the academic year or continued use of the equipment in the following academic year.
- (2) To use the common-use equipment specified in the Application Form, users must make a reservation for using common equipment at University’s portal site. They must also enter the necessary information in the provided Use Log Book every time they use the equipment. To cancel the reservation, they must immediately have the cancellation at University’s portal site.
- (3) To bring in and use any equipment other than the common-use equipment in the Equipment Room, be sure to consult with staff of the relevant section beforehand (see 9. *Contacts for Inquiries* below).

## 3. Rental of Common-use Equipment

- (1) To use rental common-use equipment in the Equipment Room, head users (in principle, students, researchers and the like are ineligible to become head users) must check its availability using the Equipment Rental Log Book in the room before submitting the completed Common-use Equipment Room Rental Equipment Use Permit Application Form to the Station.
- (2) In principle, each rental period must not exceed one month. To renew the rental agreement, submit a new Application Form for each renewal.
- (3) When a rental period expires, return the equipment to the shelf where it was stored in the Equipment Room and notify the Station of its return by email ([kyotukiki@obihiro.ac.jp](mailto:kyotukiki@obihiro.ac.jp)).
- (4) Be sure to return the rental equipment by the deadline; any failure to do so will result in a bill for a rental fee for the extra days.

- (5) Be careful not to deface or damage rental equipment; use it carefully under the management of the head user.

#### **4. Use of Freezers, etc.**

- (1) To use a ultra-low temperature freezer (registration number: 2014069), a refrigerated pharmaceutical showcase (registration number: 2014072), a biomedical freezer (registration number: 2021006,32019005,32019006), Refrigerator room (registration number: 32019007,32019008), a portable freezer(registration number: 2021001) in the Equipment Room, head users (in principle, students, researchers and the like are ineligible to become head users) must check its availability using the Use Log Book in the room before submitting the completed Common-use Equipment Room Freezer, etc. Use Permit Application Form to the Station.
- (2) In principle, each usage period must not exceed one year or go beyond the academic year in which the application is filed (usage across academic years is not permitted). To renew the usage period, submit a new Application Form for each renewal.
- (3) When a usage period expires, remove reagents and samples, and return the cleaned plastic baskets and trays to the shelves where they were stored in the Equipment Room. Notify the Station of its return by email ([kyotukiki@obihiro.ac.jp](mailto:kyotukiki@obihiro.ac.jp)).
- (4) Be sure to observe the usage period; any reagents/samples remaining unremoved and/or plastic baskets/trays remaining unreturned after the usage period will be discarded.
- (5) The Station assumes no responsibility for any abnormalities with reagents and/or samples due to changes in internal temperature caused by condensation and the like.
- (6) Be careful not to deface or damage the freezer, etc.; use it carefully under the management of the head user.

#### **5. User Responsibilities**

- (1) After using the Equipment Room, users must turn off the light, lock the windows and doors, and clean up to restore the room to its pre-use condition.
- (2) Users must observe these Notes on the Use of the Common-use Equipment Room and follow the instructions of the staff of the Station.
- (3) Users will be held responsible for any accidents, including any accident causing injury or death resulting from the use of the Equipment Room and any incident involving theft or breakage of the equipment, fixtures and the like, except for occurrences due to the University's negligence.

#### **6. User Requirements**

Users of the Equipment Room must observe the following rules as well as any additional measures and the like the University deems necessary for its management and operation:

- (1) Maintain discipline and carefully handle the equipment and fixtures in the Equipment Room – do not deface or damage them.

- (2) Keep the Equipment Room clean by regularly joining efforts to clean the room.
- (3) Don't use fire (e.g., gas burners) without prior permission.
- (4) Don't move the ancillary facilities, fixtures and the like in the Equipment Room without prior permission.
- (5) Don't install or leave around goods (e.g., reagents and consumables) in the Equipment Room without the University's prior permission.
- (6) Use the Equipment Room only to fulfill the allowed purpose of use. Don't disturb other users.
- (7) Don't conduct analysis of experiments involving pathogens or similar that require biosafety level 2 or higher containment as designated by the University.
- (8) To conduct analysis of genetic recombination experiments requiring Level P1 containment, obtain prior approval of the Committee on the Safe Control of Genetic Recombination Experiments, etc. and display a label denoting the analysis period and the name of the investigator on the doors of the Equipment Room. Analysis of any experiments requiring Level P2 or higher containment is prohibited.
- (9) To conduct an animal experiment, obtain prior approval of the Animal Experiment Committee. Breeding and housing experimental animals are prohibited.
- (10) To analyze other samples deemed hazardous, consult with the staff of the Station beforehand.

## 7. Applications

Any person wishing to use the Equipment Room must submit a completed Application Form to the Station at least seven days prior to the day of use, in principle.

## 8. Usage Fee Collection

Usage fees are billed and collected via budget transfer for unused funds (*Yosan Furikae*) or budget transfer for used funds (*Shikko Furikae*) at the following times, in principle, based on entry and exit records, records in the Use Log Book and the like

### Usage fee collection times:

1st collection (for use from Apr. to Jun.): July 10 (or the following business day, if the day falls on a weekend or a national holiday)

2nd collection (for use from Jul. to Sept.): October 10 (as above)

3rd collection (for use from Oct. to Dec.): January 10 (as above)

4th collection (for use from Jan. to Mar.): April 10 (as above)

\*The 1st collection may be for the use from March to June and the 4th collection for the use from January to February depending on the account closing day.

## 9. Contacts for Inquiries

Contact the sections below for any questions about the use of the Equipment Room.

For inquiries about applications for the use of the Equipment Room

Tel. ex.: 5311

Email: [kyotukiki@obihiro.ac.jp](mailto:kyotukiki@obihiro.ac.jp)

For inquiries about the operation and rental of equipment in the Equipment Room

Tel. ex.: 5345 • 5840

Email: [kyotukiki@obihiro.ac.jp](mailto:kyotukiki@obihiro.ac.jp)