

Notes on the Registration and Use of Common-use Equipment

1. Common-use Equipment

Common-use equipment refers to research apparatus for use by people engaging in development research or academic studies in science and technology with the aim of contributing to the development of scholarly research. Registration of apparatus as common-use equipment helps scientists at Obihiro University of Agriculture and Veterinary Medicine and elsewhere to use, for a fee, the advanced research equipment owned by the University's researchers.

To register any piece of research apparatus as common-use equipment, the faculty member managing the apparatus (hereinafter referred to as the "Equipment Administrator") needs to apply to the Director of Station for management of common equipment for permission to register the apparatus.

2. Requirements for Common-use Equipment Registration

To register any piece of research apparatus as common-use equipment, the following requirements must be met:

- (1) The research apparatus must be owned by the Equipment Administrator managing the apparatus.

Q. May I register research apparatus I bought for commissioned research and the like as common-use equipment?

A. Yes, you may, if you have completed gratuitous conveyance or other procedures for the apparatus. If not, ask the funding organization: 1) if the apparatus can be lent out to a third party; and 2) if usage fees can be collected for such lending.

*Applicants will be asked to submit documents such as a copy of the Fixed Asset Register, the Goods Transfer Application Form (*Buppin joto moshidesho*), the Goods Receipt (*Buppin juryo-sho*) and the Goods Breakdown List (*Buppin uchiwake-hyo*). Be sure to check necessary documents at the Finance and Facilities Section.

- (2) In principle, on- and off-campus use of common-use equipment shall be subject to a fee (hereinafter referred to as "usage fees"). (Usage fees are determined based on the calculation rules for common-use equipment.)
- (3) The Equipment Administrator shall remain responsible for the maintenance and operation of his or her research apparatus after registration.

3. Registration Applications

Any Equipment Administrator wishing to register apparatus must submit the following materials to Station for management of common equipment (hereinafter referred to as "the Station"). To determine the basic fee and per-unit usage fees, the administrator also needs to submit the materials below as requested by the Finance and Facilities Section:

Materials for submission:

- (1) Common-use Equipment (Registration/Change/Cancellation) Application Form (use the

designated form)

- (2) Catalog or other material outlining the research apparatus
- (3) Material for fee calculation and supporting document (use the designated form)

4. Post-registration Work

- (1) Responsibilities of Equipment Administrators
 - Secure sufficient time (in principle, between 8:30 and 17:00) to lend out the registered research apparatus.
 - Before allowing users to operate the equipment in the control area, confirm that they have had necessary educational training on pathogens, etc. and instruct them to undergo entry registration and other procedures.
 - Before allowing users to operate the equipment for analysis involving genetic recombination, pathogens, animal experiments, etc., confirm that they have obtained permission from the relevant committees.
 - Keep a record of each equipment use in the User Log Book (use the designated form)..
 - Consult with the Budget Unit staff of the Finance and Facilities Section about the handling of revenues from usage fees collected from non-Obihiro University of Agriculture and Veterinary Medicine users.
 - Submit a copy of the User Log Book to the Station four times annually as outlined below.

Deadlines for reporting records of use:

1st report (for use from Apr. to Jun.): July 5 (or the following business day, if the day falls on a weekend or a national holiday)

2nd report (for use from Jul. to Sept.): October 5 (as above)

3rd report (for use from Oct. to Dec.): January 5 (as above)

4th report (for use from Jan to Mar.): April 5 (as above)

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

*Billed basic fees (for initial technical training) must be recorded in the User Log Book.

- (2) Responsibilities of Common-use Equipment Supervisors at the Station and the Finance and Facilities Section
 - Check with users about their details of use (e.g., the number of times of use, hours of use and usage fees) based on the Use Log Book.
 - Charge usage fees to non-Obihiro University of Agriculture and Veterinary Medicine users based on the reports on records of use.
 - Perform usage fee-related procedures such as budget transfer for unused funds (*Yosan Furikae*) and budget transfer for used funds (*Shikko Furikae*) (e.g., checking the funding sources of transfer destinations and the approval or denial of external fund transfer).

5. Use of Common-use Equipment

Users must take note of the following rules when using common-use equipment:

- To book a common-use equipment, contact the Equipment Administrator directly (e.g., by email or on the extension number).
- To use a common-use equipment, receive technical guidance from the Equipment Administrator and follow the usage rules.
- To cancel a reservation, contact the Equipment Administrator promptly.
- Enter the necessary information in the provided User Log Book each time after using the equipment.

Sections in Charge

(Application procedures for registration of common-use equipment)

Station for management of common equipment

Tel. ex.: 5311

Email: kyotukiki@obihiro.ac.jp

(Handling of revenues from usage fees)

Finance and Facilities Section

Tel. ex.: 5241

Email: kyotukiki@obihiro.ac.jp