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Institute of Collaborative Innovation
Centre for Cognitive and Brain Sciences

Equipment Sharing Policy for General Equipment (Trial Version)

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1. Objectives

- 1.1 To ensure convenient access to the shared equipment by all researchers of the Centre for Cognitive and Brain Sciences (CCBS) without much time restriction, especially the key members of CCBS (Principal Investigators, PI) and their PhD students, post-doctoral fellows and research assistants (RA).
- 1.2 To allow proper management of equipment purchased by the University via CCBS and the Institute for Collaborative Innovation.

2. Scope

- 2.1 For the sake of this document, general equipment includes but is not limited to such small and medium sized equipment as EEG, fNIRS, eye tracking device, physiology recording device, TMS, rTMS, TDCS.
- 2.2 For major equipment such as fMRI, there will be separate policy for management and sharing purposes.

3. Management Personnel

- 3.1 Laboratory Technician (TIC)
 - is recruited by the Centre.
 - is responsible for:
 - (1) Managing the instrument in the laboratories;
 - (2) Providing service to users who have requested service to the instrument;
 - (3) Monitoring the operation of the laboratories;
 - (4) Preparing and updating the equipment list on a regular basis for the laboratories.
- 3.2 Laboratory Representative (LR)
 - is nominated by individual PIs.
 - is preferred to be a RA or post-doctoral fellow rather than student.
 - is responsible for:
 - (1) Managing each individual PI's lab space. The daily tasks include booking, training and daily maintenance;



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- (2) Serving as a contact point for other members in PI's lab who wish to use the equipment in the lab;
- (3) Preparing and updating the equipment list on a regular basis for the lab;
- (4) Posting the compiled equipment list for the lab and the contact information on the lab door.

4. General Rules to Use Equipment

4.1 Priority of Use

The PIs and his/her group have the first priority to use the allocated equipment concerned in this Policy. Other time slot may be open for access.

4.2 Eligibility

- 4.2.1 Before operating the equipment, all users of the Centre should have registered as eligible users.
- 4.2.2 The use of equipment should have been endorsed by the PI or others deemed appropriate by the Centre.
- 4.2.3 First time users must receive training and/or authorization from the corresponding TIC(s) or LR(s) to be an eligible user of the equipment.

4.3 Reservation

- 4.3.1 Before use, users should reserve the equipment through the online booking system for the equipment. Upon receiving confirmation, the users can get access to the equipment/laboratory within the reserved period.
- 4.3.2 Users should cancel the reservation if they no longer need the equipment for the reserved time period.
- 4.3.3 Walk-in use of the equipment is feasible; but it is advised to reserve on the booking system so as to notify other users of the equipment occupancy.
- 4.3.4 The experiment will be suspended without prior notice if you are using the equipment during a period when the equipment has been reserved in advance.

4.4 Upon operation

- 4.4.1 First time user must have received training and/or authorization from the corresponding TIC(s) or LR(s) to be an eligible user of an equipment.
- 4.4.2 Before beginning your experiment, users should check the equipment and sign on the logbook for checking in. If you encounter problems such as equipment abnormality, it is necessary to report to the corresponding TIC(s) or LR(s) or log a remark on the logbook.



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4.4.3 After finishing, user should sign on the logbook for checking out, clean up the equipment, turn off the equipment when necessary, tidy up its surrounding and remove all your belongings.

4.5 Samples without proper labels will be discarded without prior notice.

5. Fee

In order to make good use of the operation time of the equipment concerned in this Policy, charging the use of equipment may be considered. It is free of charge for one year or until further notice.

6. Penalty Policy

6.1 To discourage improper use of the equipment, the Centre introduces a penalty policy.

6.2 Upon receiving reports on improper use of equipment, written warning will be issued to users.

6.3 Users who have accumulatively received three warnings will be penalized by suspending the right to use that equipment for six months.

6.4 Improper use of equipment includes:

- (1) Have not registered before using the equipment;
- (2) Have not reserved/communicated with the corresponding LR(s) before using the equipment in individual PI labs;
- (3) Have not signed on logbook;
- (4) Have not cleaned up the equipment (and/or turned it off when necessary) after use;
- (5) Have not reported equipment abnormalities to the corresponding TIC(s) or LR(s) after notifying problems;
- (6) Have intentionally disturbed others' experiments;
- (7) Have recklessly abused the equipment.