

## **SOKENDAI**

### **Guidelines for handling joint use of research equipment**

Date: 2023/10/24

Ruled by: Director of Research Center for Integrative Evolutionary Science

#### **(Purpose)**

**Article 1** These guidelines stipulate the necessary matters regarding the handling of joint use of research equipment at the Center for Integrated Evolutionary Science, SOKENDAI (hereinafter referred to as the “Center”).

#### **(Equipment manager)**

**Article 2** Equipment designated by the Center as joint use of research equipment (hereinafter referred to as “equipment”) shall be administrated by a faculty member designated by the Center Director (hereinafter referred to as the “Equipment Manager”).

#### **(User qualifications)**

**Article 3** Person who may use the equipment are as listed in the following items.

- (1) Faculty and staff of the SOKENDAI
  - (2) Center visiting researcher
  - (3) Faculty and researcher at national, public and private universities, inter-university research institutes, independent administrative agencies, etc.
  - (4) Graduate students of SOKENDAI
  - (5) Graduate students and undergraduate students outside SOKENDAI who are eligible to receive guidance, advice, etc. in the use of equipment under the responsibility of the SOKENDAI faculty member as stipulated in Article 5.
  - (6) Other persons deemed necessary by the center director.
2. The person listed in the previous section must be experienced in operating the equipment or must be with an accompanied by an experienced person. Otherwise, permission cannot be granted.

#### **(Available days)**

**Article 4** The equipment can be used on days excluding the days listed in the following items.

- (1) Saturday and Sunday
- (2) Holidays stipulated in the Act on National Holidays (Act No. 178 of 1948)
- (3) From December 29th to January 3rd of the following year
- (4) Other days determined by the center director.

2. In principle, the equipment can be used from 9:00 a.m. to 5:00 p.m. on weekdays.

3. In the case when there are unavoidable situation, the center director may permit the user to use the equipment regardless of the previous section 2.

#### **(Application for use)**

**Article 5** When a person specified in Article 3, Section 1, Items 1 to 5 attempts to use an equipment, the host faculty member of the center shall submit the attached form “Application for joint use of research equipment” (hereinafter referred to as “application form”) to the equipment manager.

2. The host faculty member must submit the application form in the preceding section by the day before the desired date of use.

3. When it becomes necessary to change the matters stated in the application form, the host faculty member should promptly notify the equipment manager.

**(Requirements to be observed)**

**Article 6** After using the equipment, users must record the necessary information in the designated notebook.

2. Users who are inexperienced in operating the equipment receive guidance from the equipment manager or host faculty member.

3. If any trouble occurs while using the equipment, the user must immediately contact the equipment manager or host faculty member.

**(Cancellation of use, etc.)**

**Article 7** If the user violates the provisions based on these guidelines or uses the equipment inappropriately causing serious trouble, the user's permission to use the service will be canceled or suspended for a certain period.

**(Compensation for damages)**

**Article 8** The center director will take action to claim all or part of the cost of repair to the user who damaged or destroyed equipment intentionally or through serious oversight.

**(Insured)**

**Article 9** Users must take out accident insurance.

**(Presentation of research results)**

**Article 10** When presenting research results for publication, it must be clearly stated that the experiments were conducted using the center's equipment.

**(Others)**

**Article 11** In addition to articles specified in these guidelines, other necessary matters regarding the handling of equipment shall be stipulated separately.