

National Yang Ming Chiao Tung University Instrumentation Resource Center Yang Ming Campus Common Instrument Operation Management Regulation

Approved by the Instrumentation Resource Center Management Committee Meeting on June 12, 2006;
Approved at the Instrumentation Resource Center Users' Committee Meeting on April 24, 2013;
Approved by the Instrumentation Resource Center Users' Committee Meeting on June 4, 2018;
Approved by the Instrumentation Resource Center Users Committee Meeting on October 28, 2020;
Approved by the Instrumentation Resource Center Users' Committee Meeting on June 2, 2021.

Article 1. Purpose.

These management regulations are formulated to promote the sound development of the Instrumentation Resource Center (IRC) and provide complete services for using common instruments to improve the research level of the University.

Article 2. Opening hours and targets.

- I. There are two classes of instruments in IRC. The first class of instruments is the “self-operating instrument,” and the other one is the “commissioned service instrument,” which is operated by our technicians or specialists.
 - (1) The “self-operating instruments” are open 24/7. Users must register online (access control and Booking system). After approval, they can use their school ID cards to access freely throughout the day.
 - (2) The opening hours and targets of the “commissioned service instruments” are specified in the rules of each “commissioned service instrument.”
- II. For inquiries and other services, please visit Room 464 of the Biomedical Engineering Building, Room 639 of the Library, Information & Research Building, Room B03 of the Shou-ren Building, or call ext. 62382 during office hours.
- III. IRC's first, second, fourth, and fifth common instruments rooms are under 24-hour access control. Users can use their school ID cards to enter these rooms after registering with our system.
- IV. Members from NYCU have priority in using IRC's instruments. For users from external organizations, please refer to Article 4, Section X. for application procedures.

Article 3. Registration of the “Access Control and Booking System of YM Campus”

- I. Please visit IRC's website and log in to the “Access Control and Booking System of YM Campus” to register.
- II. The access control and instrument reservation permissions shall be activated after the applicant has received approval from the person in charge or the supervisor. The person in charge of NYCU's instructor or above is themselves. Teaching assistants require the approval of their department director. For graduate students, research assistants, and undergraduate students, the person in charge is the Principal Investigator. For users from external organizations, please refer to Article 4, Section X, “Regulations for the use of IRC's Instruments by External Users”.

Article 4. Notices on the Use of Common Instruments and Reservation Regulations.

- I. Procedures for using each “self-operating instrument” in the Instrumentation Resource Center.
 - Step 1: Please read these Terms of Use for details.
 - Step 2: Register online (access control and booking system of YM campus) and apply for access after approval by the person in charge.

Step 3: Please check the center's website for information about the instruments.

Step 4: Read the rules and instructions of the instrument before use.

- II. Some “self-operating instruments” must be trained or certified before use. Some “commissioned service instruments” must be operated by our technicians, and shall not be used without authorization.
- III. Please make sure to fill in the usage log and record the usage status of the instruments.
- IV. The priority of using all instruments and equipment in our center is 1. Maintenance and management; 2. Reservation; 3. Temporary use.
- V. Users must confirm that the equipment is clean and undamaged before use. If there is any condition, users should immediately report it to the center staff. Otherwise, if there is any damage to the equipment, the user shall be responsible for the damage without objection!
- VI. Shall not take out any equipment from the center intentionally, and please clean the equipment and the surroundings after use.
- VII. The Center will organize training sessions on the use of the instruments from time to time and will arrange for specialists to present and demonstrate the correct operation of the instruments.
- VIII. The center will provide videos on the principles of proper operation of instruments for users to watch and operate. Please contact IRC’s staff for assistance if you are still in doubt. Must not attempt to utilize it recklessly to avoid damage to the instruments.
- IX. The general regulations of “self-operating instruments” reservation are as follows.
 - (1) Some instruments are available for use by online reservation. One who queues up without reservation is a violator. For non-reserved instruments, the policy is to use the instruments on a first-come, first-served basis.
 - (2) If you do not cancel your reservation 24 hours in advance, it is a violation.
 - (3) If one who has made a reservation is unavailable for any reason and has not canceled the reservation, one will lose the right to use the service after half an hour from the starting time of the reservation and will be considered a violation. In this case, other users can operate the instrument at any time.
 - (4) The reserved user shall not privately authorize others to use the instrument, or both personnel shall be considered violators.
 - (5) If the above regulations conflict with individual instruments, the management regulations of each instrument shall prevail.
- X. Regulations for the use of instruments in IRC by external users of non-NYCU organizations.
 - (1) Non-NYCU organizations are classified as (1) Veterans General Hospital and Taipei City Hospital; (2) Center for Industry-Academia Collaboration and other Industry and Academia Cooperation Organizations; (3) Other external organizations.
 - (2) Please request approval from the Center before registering online for the “Access Control and Booking System of YM Campus.”
 - (3) The Center is authorized to allocate time slots for external users from non-NYCU organizations according to the instrument usage status.
 - (4) External users shall pay for the usage fees according to the rules and regulations of IRC.

Article 5. Regulations for indemnity of equipment damages due to improper use and violations of common instruments usage.

- I. Users shall use the equipment according to these “Common Instrument Operation Management Regulations.” If there is a violation, the first time is a warning, the second time is a one-month restriction on use, and the third time is a permanent restriction. If the user violates the above regulations and the equipment is damaged or worn out due to improper

use, the user shall pay the indemnities according to Article 5, Section II.

If there is a severe violation, the violator will be suspended to use for one month. If there is a further violation, the violator will be prohibited permanently from using it. When one violates the above regulations, one will be prohibited from operating that instrument/equipment. IRC will notify the person in charge of the violator about the penalties with the violation record. Please sign and return the violation record to IRC within one week. IRC will calculate the period of suspension after receiving the receipt document. If the documents are overdue, IRC will postpone and extend the suspension period.

- II. In the event of equipment damage due to improper operation, the manufacturer shall issue an inspection report. The user and his or her instructor shall discuss this with the Director of IRC about compensation matters. If the negotiation is unsuccessful, an interim meeting will be held by the Instrumentation Resource Center Users' Committee. Relevant personnel will be invited to attend to clarify the responsibility and compensation matters.
- III. If there is no funding from the user unit in the current year, the compensation fee can be paid by the annual budget of IRC, and then returned to IRC in the following year.

Article 6. Payment Regulations for instrument usage fees.

- I. Payment Basis: National Yang Ming Chiao Tung University Instrumentation Resource Center Yang Ming Campus Instrument Fees Regulations.
- II. The Billing Cycle: the invoice will be issued in an accumulative manner every two months. The payment notice will be mailed to the person in charge of each laboratory every odd month.
- III. The Payment Methods:
 - A. Project fund transfer, cash or credit card payment by the Cashier Section of NYCU, remittance payment, etc.
 - B. Payments must be paid by the due date of the invoice. Please contact our staff if you would like to pay after the payment deadline.
- IV. Handling of arrears:
 - A. The staff will inform the laboratories of overdue debt by phone or in person occasionally.
 - B. Once or twice a year, we will conduct an accounting audit and issue a written reminder to the person in charge of the laboratory with the details of the overdue debt by internal document delivery.
 - C. After receiving the notice, if the person in charge of the laboratory fails to complete the payment within one month, IRC will suspend the laboratory's right to use the instruments in IRC. Meanwhile, it will be submitted to the Instrumentation Resource Center Users' Committee for discussion on whether to suspend the use of other instruments and access control permissions until the debts are settled.

Article 7. Management Regulations for transferring various types of instruments to IRC

- I. The instruments shall conform to the following features and be examined and approved by the "Instrumentation Resource Center Users' Committee."
 - A. public utility
 - B. Space and environmental safety
 - C. Sustainable utilization value
 - D. Valuable equipment
 - E. No duplication with current instruments in the common instrument room
- II. After the instrument transfer is approved, the original transferee must remain responsible for co-management for the first year.

Article 8. These regulations shall be approved by the Instrumentation Resource Center Users' Committee and submitted to the Research and Development Office for approval before implementation. The same applies to amendments.