

○ Arrangement concerning Niigata University Chemical Biology Common Unit online reservation system, “Small-Scale Equipment-Sharing System,” and use of small-scale equipment and open lab space in Chemical Biology Common Unit

Decision made by Chemical Biology Sharing Committee

(Purpose)

Article 1 Based on the provision of Article 6, Paragraph 1 (3) of *Guidelines for Handling Shared Unit* in Institute for Research Promotion, Niigata University, this arrangement defines matters necessary for using Niigata University Chemical Biology Common Unit online reservation and charging system, “Small-Scale Equipment-Sharing System” (hereinafter referred to as “Small-Scale Equipment-Sharing System”), and small-scale equipment (hereinafter referred to as “Shared Equipment”) and open lab space in Chemical Biology Common Unit.

(Scope of users)

Article 2 A person who can use Small-Scale Equipment-Sharing System and registered equipment, as well as open lab space and equipment, etc., shall apply to one of the following and shall be permitted by Chemical Biology Sharing Committee.

- (1) Faculty member of Niigata University (hereinafter referred to as “the University”);
- (2) Student or research student of the University; or
- (3) Others whom the head of Chemical Biology Common Unit has approved as appropriate.

(Procedure for use)

Article 3 1. Those who wish to use Small-Scale Equipment-Sharing System, the registered equipment, and open lab space (hereinafter referred to as “Applicant”) must submit registration application form to Niigata University Chemical Biology Common Unit in advance and obtain approval from Chemical Biology Sharing Committee.  
2. Registration application form must be submitted to Niigata University Chemical Biology Common Unit each fiscal year.

(Cancellation, etc. of use)

Article 4 When it applies to any of the following, the head of Chemical Biology Common Unit can cancel the permission for their use or force them to stop the use.

- (1) There is a false statement in the registration application form;
- (2) There is a violation of this arrangement; or
- (3) It was acknowledged that it is causing trouble in management operation.

(Usage fee)

Article 5 User must pay the fees stated in the usage rules separately defined by Chemical Biology Common Unit.

(Filing of changes and approval)

Article 6 When a person who obtained approval pursuant to the provisions of the preceding article (hereinafter referred to as “the User”) intends to change the items he/she stated in the registration application form, he/she must submit registration application form again to Chemical Biology Common Unit and obtain their approval.

(Responsibilities of the User)

Article 7 1. When the User operates a registered equipment by his/her own to make measurements, he/she must comply with the operation manual, etc. of each registered equipment and pay attention to secure safety.  
2. The User must follow the instructions of the administrator of the registered equipment.  
3. The User must not use the registered equipment for purposes other than those authorized for use, and he/she must not let a third party use the equipment.

(Compensation for damage)

Article 8 When a registered equipment is damaged on intention or by gross negligence, the User shall be responsible for compensating for the damage.

(Actions to take in case of abnormalities)

Article 9 When the User recognized some irregularity in the registered equipment while operating it, he/she must immediately stop the operation and inform the administrator of the equipment.

Supplementary provision

This arrangement shall come into force as from January 1, 2019.