# User Information

# Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Instrument: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Sample description: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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# Period of use: \_\_\_\_\_\_\_\_\_\_\_\_\_to\_\_\_\_\_\_\_\_\_\_\_\_\_ reserved in the Equipment Booking System

# Declaration:

I, the undersigned, hereby acknowledge and consent to the terms and conditions governing the utilization of the laboratory instrument of Department of Science and Environmental Studies at the The Education University of Hong Kong as outlined below:

1. **Sample Preparation and Instrument Operation**

1.1 Compliance: I commit to strictly adhering to the sample preparation guidelines and instrument operating procedures specified in the laboratory's instruction manuals.

1.2 Sample Verification: Prior to operating the Instrument, I will seek confirmation from a laboratory technician to verify that my samples meet the required standards.

1.3 Training: I affirm that I have received adequate training and possess the necessary operation skills, knowledge, and understanding of the Instrument, including any associated software.

1. **Safety Measures**

2.1 Safety Compliance: I will diligently implement all prescribed safety measures and utilize personal protective equipment as necessary during sample preparation, processing, and Instrument operation

1. **Equipment Maintenance**

3.1 Responsible Usage and Maintenance: I will perform responsible conduct when utilizing the laboratory equipment, and I will perform any required maintenance procedures as outlined in the training and guidelines.

1. **Reporting**

4.1 Issue Notification: In the event of any observed issues, malfunctions, or anomalies during the operation of the Instrument, I will promptly report them to the designated technical staff as soon as possible.

**Responsibility for Damages:**

I acknowledge and accept full responsibility for the proper care and maintenance of the Instrument during its usage under my operation. In the event of any damage resulting from my negligence or malpractice, I understand that I will be held accountable for such damages with the following consequences (1. to 4.).

**Consequences:**

1. Repair Fee: Any damage caused by improper use or negligence is likely to incur a repair fee. In such cases, 50% of the repair cost will be charged to the principal supervisor.
2. Temporary Suspension: In the event of identified improper equipment usage and/or damage resulting from improper equipment usage, the user will be temporarily suspended from accessing the equipment for a period of one month. In case of equipment damage, the suspension period will commence from the date of completion of repairs to the damaged equipment. Repeated improper equipment usage, including violation of the forementioned sample preparation guidelines, instrument operating procedures, or advises from technicians, the same suspension will be applied even if the equipment is not damaged.
3. Additional Training Session: If user is identified to have improperly used the instrument and/or damage occurs due to improper instrument usage, a subsequent training session involving the user, technician, and principal supervisor will be required before the user is allowed to use the Instrument after the suspension period. This session aims to ensure proper utilization and protection of the Instrument. Before conducting this additional training session, which includes a demonstration by the user on the appropriate use and operation of the Instrument, all parties involved (user, technician, and principal supervisor) must sign on the form after the additional training session is completed.
4. Immediate Action by Technicians: Technicians possess the authority to immediately halt the user's access to the equipment if they identify potential damage or damage resulting from improper use or negligence. The technicians will consult with the Laboratory in Charge to determine the necessary course of action, which may include additional training.

By my signature, I acknowledge that I have read, understand, and agree to the policies and procedures of listed in the Laboratory Instrument Usage Declaration Form

# User Signature

# Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_