LS&E Infrastructure Unit

Registration of a new user for the Infrastructure Center

Date: _____

I _____ (Full name), From the Lab Of _____

At the Faculty / Institute / Company: _____

Phone: _____, Cell Phone: _____,

Email: (If not from the Technion) _____

1. Undertakes to keep the equipment in the infrastructure center and to work according to the procedures listed on the site at the center.
2. At the end of the working session, leave a clean working environment, throw glass into suitable container and Bio-Hazard materials into suitable Bio-Hazard bags.
3. At the end of each session you should move your files to the data server, and from there transfer the files to the Lab computer.
4. The Infrastructure Center is not responsible for data backup.
5. Do not try to solve problems by yourself!!! Any problem / malfunction should be referred to the person in charge of the equipment.
6. Reservations should be done only through the Center's website by user name and password. Do not transfer your username and password to another user!!!
7. **The staff should be informed of living cells samples of any kind before entering the center to work**. Working with live pathogens is strongly forbidden. Any work with live cells should be notified to the LSE personal.
8. Registration of work hours will be done in the computerized "kiosk" system. Please use the notebook only in case of malfunction of the computerized system.
9. Cancellation of work hours should be done at least **one day in advance** through the website, phone or e. mail. **Otherwise there will be a charge for the hours according to the reservation.**
10. **The use of infrastructure equipment in the life sciences and engineering center is subject to payment as detailed in the website - https://isu.technion.ac.il/booking/fees/. Prices are updated yearly**.
11. I am aware of all the procedures listed on the Infrastructure Center website and of the existing agreements with the companies (If you are from a Company).
12. I confirm that I received a training manual on the device.
13. Billing budget number is: _____.

Name of the Budget Owner / Head of Laboratory / Company: _____

Signature of the Budget Owner / Head of Laboratory / Company: _____

This form must be completed and returned to the Infrastructure Center.

****** There will be no possibility of starting work at the Infrastructure Center before submitting this form signed by the authorized signatory / head of the laboratory!!!**

Tel. +972 4 829 3676 / 5131 / 5834
Fax. +972 4 829 5131
lseisu@tx.technion.ac.il