

Registration of a new user for the Infrastructure Center

Date: _____

Full name _____ Lab Of _____ Faculty/Institute/Company: _____

Phone: _____, Cell Phone: _____, Email: _____

Please read the center policy and sign to accept all terms:

General:

1. The user must pass a training with LS&E staff **before** working on any of the equipment in the facility.
2. The user must work according to the procedures listed on the internet site of the center. The user must be 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) – "Center Policy" and "safety Regulations".
3. At the end of the working session, the user must leave a clean working environment, throw glass into suitable containers and Bio-Hazard materials into suitable Bio-Hazard bags.
4. Any problem/malfunction should be referred to the person in charge of the equipment.
5. **The LS&E staff should be informed personally and in advance for living-cell samples of any kind before entering the center to work. Working with live pathogens is strictly forbidden.**

Data files:

6. At the end of each session – the user must move the files to the data server (main-server or maincomp1), and from there transfer the files to its Lab computer.
7. The Infrastructure Center is not responsible for user's data.

Reservation and registration:

8. Reservations should be done only through the Center's website by user name and password. Username and password are personal and should not be transferred to any other user.
9. Registration of the actual working hours should be done only in the computerized "kiosk" system. Please use the notebook only in case of a malfunction of the computerized system.
10. 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.
11. The use of infrastructure equipment at 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.

Safety instructions:

12. The common working hours at the LS&E Infrastructure center are from **08:00-16:00**. These hours are subjected to holidays, conferences, etc. In these times, the LS&E staff will not be at the center during the working hours
13. Any user that needs to work in the center after the working hours, or when there is no one from the STAFF, should request specific permission from the LS&E staff and sign additional safety procedures and requirements. Users will not be able to enter the center without being aware of the special safety requirements for working after the working hours.
14. **Any user who works after the working hours should have a "shadow" person. It is the responsibility of the user** to arrange a "shadow". This "shadow" person should be informed of the user entering the center and leaving the center. The "shadow" person can be only one of the lab-groups members that has LS&E user rights and is familiar with the LS&E working policy and the center's safety instructions.
15. **When entering the unit when there is no staff, It is the user's responsibility to write his name on the board at the entrance of the unit, and erase it when going out.**

I confirm that I received a training manual on the device. Signature of user: _____

Billing budget number is (Mosad Technion only): _____.

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

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

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