

MSE Service Lab equipment training and usage

Equipment training and booking

- User are required to inform the trainer if they are unable to attend the equipment training.
- Only apply for equipment training when your samples are ready.
- Undergrad students will only be granted office hours booking from **8am to 6pm**. After office hours booking will be granted case by case.
- Postgrad & Research staff will be granted any time access if required.
- Users must cancel the booking 24hrs in advance if unable to use the equipment.
- Equipment usage booking is in block of 1hr.

Equipment usage

- Users are responsible for all usage under the slots that they've booked in the FOM.
- Users will bear the cost of any damage and will be banned from using the instrument due to misuse or negligence.
- Users must use at least **2 sessions** within 2 months after training, if not their access will be deactivated. To regain access, user must wait for at least the following month for retraining and there will be charges for retraining.
- If there is no usage of the equipment after **365days** from last usage, access will be automatically removed by the FOM server. Retraining with charges is applicable in this case.
- User must finish the sample run before the booking end time. Lab staff/next user will terminate the run if it exceeds the booking session.
- User must report to the lab staff if there are problems with the equipment before, during or after usage.

Other School or Center user

- All equipment training and usage will be chargeable.
- Instrument manager to give basic lab orientation to new user, lab access is under supervision and equipment usage is only office hour.
- Charges apply to users if they didn't turn up for their booked session.
- Usage with assistance will depend on the availability of equipment and staff availability.
- For instrument booking of an urgent nature, a double charge will apply for such requests. This is on a case by case basis

Penalty

- User will bear the full repair cost for any damage due to misuse and will be banned from using the equipment for **4 weeks**.
- If user did not turn up for their schedule equipment training session without valid reasons, they will need to wait for at least 4 weeks before they are allowed to attend the next training.
- User FOM account will be deactivated for 4 weeks if they :
 - o Allow another users to operate the instrument during the session that he/she has booked.
 - o Fail to report equipment breakdown during or after usage.
 - o Did not turn up for the equipment booking slot without valid reasons.

MSE reserves the right to remove instrument access of any user who through negligence or otherwise, cause machine down time or inconvenience to other users.