



SCUOLA INTERNAZIONALE SUPERIORE DI STUDI AVANZATI

Regulation for the use of instruments in common use in the laboratories of the Neuroscience Area by external users

1. The use of instruments in common use in the laboratories of the School Neuroscience Area may also be allowed to users who are external to SISSA, subject to an agreement approved by the competent bodies, following the positive opinion of the Neuroscience Area Council. The Neuroscience Area Council will identify SISSA Responsible for the use of the instrumentation (hereinafter "Responsible"), who will supervise the correct use of the equipment, as specified below. This agreement must provide for the names of the external personnel that will use the equipment, that must be professionally adequate. Any changes relating to the aforementioned names must be promptly communicated to and authorized by the Responsible.
2. The name of the Responsible will depend on the equipment used and will be communicated to external users in the process of entering into agreements.
3. External users may use SISSA instruments, within working hours, on the days and at the time agreed with the Responsible, who will note the booking according to the registration form. This form will contain the information related to the laboratory and the instrumentation to be used, and date and time of planned start and end of the cycle of use of the instrument by the external user.
4. External users will sign, at the time of use, a declaration stating that the laboratory and the equipment are functioning, efficient and in conditions suitable for the use requested.
5. Ordinary maintenance of the instrumentation is entrusted to the technical staff of the School responsible for the instrument or to a specially contracted firm.
6. If anomalies and / or malfunctioning of some equipment are found, or in the event of power failure and / or breakdown, the user undertakes to promptly report them to the reference Responsible both by email and verbally.
7. At the end of each use it is the responsibility of every user to leave the instrument in perfect conditions of use, clean and free from any processing residues to allow immediate use to subsequent users, as well as to provide for the relocation of the common use material and the elimination of waste in the appropriate containers for separate waste collection.
8. The use of SISSA instruments will be granted to external users compatibly to the needs of SISSA users. Users are required to respect the booking times and to cancel the booking with at least 48 hours notice (except for exceptional experimental needs to be agreed in advance with the Responsible).



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9. External users undertake to let only professionally appropriate personnel use the equipment required.
10. Each user is responsible for the procurement of consumable material necessary for his / her activity, which must be suitable for the use for which the laboratory and the equipment have been requested. Any additional charges related to the use of the equipment will be defined in the agreement referred to in point 1.
11. Users are personally responsible in case of damages and improper or contrary to the law use. External users are liable for damages of any kind attributable to them, which are caused by themselves or their staff to the School's real estate and movable property, as well as to third parties or third parties' properties, school staff, students or others visitors. They are therefore committed to the prompt repair of damages and, failing that, to their compensation by recognizing the School's right of redress. For this purpose, external users sign a third-party liability insurance.
12. The external user must be specifically trained for the use of the instrumentation. The instructor must be qualified for the purpose, by experience of use and / or knowledge of the equipment. The specific training part will be checked and possibly integrated by SISSA.
13. All users of the laboratory, as a necessary condition for the authorization of access and use of the equipment, must be aware of the fundamental safety regulations with particular reference to the following points:
 - a. general obligations on safety at work and on health, pursuant to Legislative Decree 81/2008 and related laws and regulations;
 - b. training according to the State-Regions agreement dated December 21, 2011 for the ATECO activity which involves the use of the equipment in question;
 - c. that access to the laboratory is strictly personal and is allowed only during the hours established by the Responsible;
 - d. that only the use of the premises of the laboratories where the equipment subject to authorization is located is permitted;
 - e. the existence, positioning and use of the security devices of the laboratory pursuant to the aforementioned safety regulations;
 - f. the need to promptly notify the Responsible in the event that users are directly or indirectly aware of situations that may endanger their own health and that of other occupants, as well as of any safety deficiencies under the aforementioned safety legislation.
14. External users are obliged to comply with all obligations to their employees arising from labour laws and regulations in force, including those relating to hygiene and safety, social security and



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accident, training and health surveillance, assuming all the related orders, in particular in compliance with the provisions of Legislative Decree 9th April 2008, n.81.

15. The external user will also be required to comply and to ensure that the personnel working at SISSA comply with the safety regulations in force at the School.
16. The external user, prior to access to the laboratories and the use of the required equipment, must communicate the name of the Head of the Prevention and Protection Service appointed pursuant to Article 14 of the Legislative Decree referred to above, and the name of the Competent Doctor, in the cases provided for by the Legislative Decree itself. Before the start of the activity, the Head of the Prevention and Protection Service of the external user must contact the Head of the Prevention and Protection Service of SISSA in order to implement the coordination and mutual information measures. Pursuant to art. 26, paragraph 3, of Legislative Decree 81/2008, SISSA will proceed to the evaluation of interference risks and the drafting of a DUVRI. The external user and the School cooperate in the implementation of measures to prevent and protect against risks at work, including the communication of the respective contacts useful in case of emergency. The external user must then submit a safety plan to SISSA drawn up in concert with the Emergency Plan drawn up by SISSA, so that the prevention and protection plan is the result of coordination actions between the external user and the School.
17. In relation to the access to the computer system, users are neither allowed to modify the allocation of hardware resources and system configuration in any way, nor to use it in a way not appropriate for the type of activity for which the use has been requested. The civil and / or criminal liability of the user for the behavior contrary to the regulations in force remains unaffected.
18. The external user is prohibited to duplicate software owned by the School or any other software, which has been authorized for use, installed on the equipment used in accordance with the applicable laws.