

# **The Hong Kong Polytechnic University – University Research Facility in Chemical and Environmental Analysis (UCEA)**

## **General User Policy**

1. General information
  - 1.1. University Research Facility in Chemical and Environmental Analysis (UCEA) is formed by the Hong Kong Polytechnic University to host state-of-art equipment in specified area.
  - 1.2. UCEA facilities its researchers to meet the research challenges and foster collaboration among researchers.
  - 1.3. UCEA aim to develop research strength in the area of strategic importance and impact
  - 1.4. Only registered and authorized persons (users) is allowed to use equipment and facilities in University Research Facility in Chemical and Environmental Analysis (UCEA).
  - 1.5. Users and their respective Principle Investigator are required to follow all the rules in UCEA General User Policy.
  - 1.6. Training of individual is provided by UCEA staff. Equipment access will only granted to users whom completed the equipment training and obtained satisfactory results with approval given by the Director of UCEA and/or his delegate(s).
  - 1.7. An online booking system is available to all UCEA equipment. Users are required to register and UCEA account via the online booking system. Equipment utilization is subject to UCEA charging scheme. UCEA will issue invoice to individual Principle Investigator.
  - 1.8. UCEA invoice must be settle with in 30 days of the invoice issue date. Fail to settle the UCEA invoice will leads to account suspension.
  - 1.9. UCEA reserves the rights to amend the General User Policy when deemed necessary. All User and their respectively Principle Investigator should refer to the UCEA webpage (<http://ucea.polyu.edu.hk/>) for the most updated revision.