

Regulations and Guidelines for Use of CLASS Labs (LI-5172)

A. Introduction

- The CLASS Labs (“the Labs”) are administered by the College of Liberal Arts and Social Sciences (CLASS) of City University of Hong Kong (CityUHK) and are available for all CLASS faculty, research staff and students only. Except for those authorised, no other persons are allowed to enter or use the Labs.
- All users must follow the Regulations and Guidelines for Use of CLASS Labs when using the facilities and equipment.
- CLASS reserves the right to amend such Regulations and Guidelines when deemed necessary.
- Users should also follow CityUHK’s [General Laboratory Safety Guidelines](#) for laboratory-based teaching or research activities

B. Booking

- Only CLASS faculty members can book the Labs on the booking system, while they can assign entry access to respective research staff and students. The CLASS faculty members who book the Labs should ensure that the research staff and students (whom they assign) are well-trained in operating the research facilities.
- Online booking is available on a first-come-first-served basis.
- Refer to the [User Guide of the Room Booking System](#) for reservation procedures.

C. Access and Security

- Research staff and students should use the Labs under the supervision of a CLASS faculty member.
- Authorised users can only access the Labs within the office hours (9am – 5:30pm, Monday to Friday, except public holidays).
- CLASS takes no responsibility for the security of personal belongings, so users should always take care of their possessions and keep the Labs’ doors locked when not in use.
- Users should not leave any computers, devices, or equipment unattended.
- Report any suspicious activities or unauthorised individuals to the designated staff, the booking requester or the faculty members concerned.

D. Facilities and Equipment

- Different specialised rooms have been equipped with specific facilities and equipment:
 - Room A: EEG systems (with a control station separated by one-way mirror).
 - Room B: a portable eye tracker;
 - Room C: users are allowed to bring their own research equipment while assuming responsibility for its safety.
- Before operating the research equipment, all assigned users, including the research staff and students, should undertake training on the proper use of individual equipment, devices, and security procedures instructed by the faculty members.
- Follow proper operating procedures and take necessary precautions to prevent damage to equipment and the Labs, and report any malfunctions or damage to the designated staff, the booking requester or the faculty members concerned immediately.
- Faculty members who book the Labs are responsible for any damage caused to the equipment or the Labs they have booked during their reserved time.

- Users should save and remove their research data immediately after using the equipment in each reserved time period. CLASS takes no responsibility if the data could not be retrieved from the equipment.
- The sink in the Labs is designated solely for cleaning and washing purposes. Do not use the lab sink to dispose of food, waste materials, chemicals, or liquids.
- No food and drinks are allowed in the Labs.
- Users should dispose their rubbish and should not leave it in the Labs.
- To minimise the noise produced during an experiment, the waste water sump pump system can be controlled manually. Users could refer to the [Waste Water Sump Pump Control Panel Manual](#) for the procedures.

E. Privacy and Ethical Approval

- All faculty members and users of the Labs must ensure that their research has obtained ethical approval before data collection.
- Respect the privacy and confidentiality of data collected in the Labs.