

# Li Ka Shing Faculty of Medicine Biobank Authorization and General Usage Terms

I understand and agree to comply with the following usage terms:

- A concise description of the samples to be stored should be provided before depositing.
- Appropriate containers should be used for sample storage.
- Samples should be kept in closed tubes at all times, any leakage is to be treated as potentially infectious and should be decontaminated immediately by user's ownself.
- Sample tubes **MUST NOT** be opened within Biobank premises.
- Freezers must be locked except it is being accessed.
- Freezers can only be used for sample storage. No food or drink is allowed.
- Freezers should **NOT** be moved without approval of the administrators.
- Users are allowed to access the authorized freezers only but not the other equipment.
- Any accident or damage within the Biobank premises must be reported immediately.
- Keep the facility clean and tidy.
- Water and ice must not be left on the floor and it should be mopped to prevent wet or slippery.
- Items belonging to the Biobank (e.g. cyrogloves, mops, ladder) must not be removed and should be returned to their original storage sites after use.
- The principal investigator is responsible for the actions of his/her delegates.
- A penalty will be imposed for user's inappropriate behaviors and if any damage caused.
- The registered principal investigator is responsible for the charges for use, and payment will be deducted from an HKU internal account.
- PI should update Biobank **ANNUALLY** or whenever there are any changes of the Users' status for security and privacy purpose.
- No patient data or information need to be submitted to Biobank.
- Biobank will not share the user's personal and non-personal information with third parties.
- Policies and charges for use of the facility may be revised from time to time.

	Principal Investigator	User
Full Name		
Department		
Position		
Contact No.		
Email		
Signature	*	
Date		

\*I authorize the user to access my sample collection until further notice.