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1. SCOPE

To establish a regulation that allows the access to the facilities of the Research Technical Services (STR), as well as the use of the equipment without supervision by the technicians, in an autonomous way, both inside and outside the usual public service hours defined by the University itself.

This procedure applies to people who are already users and all STR technicians.

2. REFERENCES

Regulation of the Technical Services of Research (<http://www.udg.edu/STR>)

3. RESPONSIBILITIES

The following table shows the most prominent responsibilities generated by this procedure:

Task	Responsible
Application to register as Self Service user	Responsible of the research team or the company The User
User Formation	Unit's Technicians
Creation and revision of documents related to STR rules	Quality Responsible or people he/she delegates

4. METHODOLOGY


4.1 LIST OF DOCUMENTATION

The centre has the STR013 List of Documented Information ([STR013 Llistat Informació Documentada](#)) that includes all the documents in the system.

4.2 INTERNAL REGULATION

1. The users of the Services that wish to become self-service users of one or more STR instruments must apply for to the person responsible for the corresponding STR Unit. Each unit will determine the protocol to manage this request. Since the director of the activities of any user is his/her boss, the person in charge of the research group or company will process the application.

2. After the training has been completed and if the technic responsible considers the user is capable of using the equipment, the user will receive the approval to use the devices by himself. Periodically, a check will be made to determine whether the user maintains the acquired ability

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3. In order to be able to access the STR installations both inside and outside of the scheduled time defined by the University itself, persons authorized as self-service users may have an access card. **This card is personal and non-transferable. The “Parc de Recerca i Innovació de la UdG (ParcUdG) manages entry cards.** The STR responsible will ask to the ParcUdG to grant access to STR laboratories, which the user is authorized to.

4. The self-service users must sign the acceptance document ([STR140 Proof of knowledge of access rules to STR](#)).

5. During the training sessions, the STR technicians will inform and form, if necessary, the users about the associated risks and the different safety measures. Furthermore, the user knows and accepts the safety rules, the risk regulations and the Emergency Plan that apply to the STRs ([STR085 Evacuació STR porta E Casademont](#)).

6. It is forbidden to work and or access alone to all the facilities of the STR. Consequently, outside the usual hours of attention to the public defined by the University itself, the user must to do it accompanied.

To access the facilities of the units of STR that offer self-service use, outside of the usual schedule, it will be necessary to communicate to a third person the entry and the exit to the laboratories.

7. The user will not access to the spaces or manipulate the instruments or techniques for which they have not received authorization.


8. When the user accesses STR facilities, they will be responsible for their own personal safety and for the correct use of these facilities and of the equipment for which they have been trained. They will need to carry and use the personal protection material necessary and appropriate for the work to be carried out. Like for example: gown, goggles, gloves or protective footwear, among others

9. The users confirm that for their degree and training they have the necessary technical and safety knowledge about the techniques and equipment that they will use.

10. The user will be responsible for the consequences derived not following the instructions received for the handling of the equipment, the facilities and about safety and health rules.

11. The user is responsible for any damage or incident caused to the STRs, due to a wrong use of the facilities or the breach of this regulation as well as the civil and criminal liability that may result.

12. The procedure to book time for each equipment is determined in accordance with the rules of use of each Unit.

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13. The self-users have to register all the activity developed at STR in accordance with the regulations for use of each Unit.

14. Failure to comply with any of the established conditions entails the cancellation of the access card and the loss of the consideration of self-user.

5. APPLICABLE FORMATS-REGISTERS

Format		Registre			
Name	Support	Codi	Support	Localització	Responsable
STR140 Proof of knowledge access rules to STR	Electronic	STR140 Proof of knowledge access rules to STR	Paper	Administration's archive/UdG*	Administration
STR085 Evacuació STR porta E Casademont	Electronic				

Changes descriptions

- 27/09/2017: More Systems added into point 6.
- 01/07/2021: with respect to version 1, heading change, reference to access cards management
- 8/4/2024: Actualització del nom del parc. Correcció del nom de les unitats.