Information Management Plan of Analytical Center, Graduate School of Science, Osaka City University

Letter of Consent

Confidentiality and the Like

Neither the user nor the personnel of Analytical Center shall disclose any information, intellectual property and the like of the other party, which are obtained in the course of the use of equipment, without written consent of the other party.

Document Management

Document data in electronic format are thoroughly controlled by password management and the like. Document printed on paper are thoroughly kept by locking.

Sample Management

The user shall be responsible for sample management.

Data Management

The user shall be responsible for management of measurement data.
For data storage, data shall be once directly saved in a hard disk (hereinafter referred to as “HD”) of equipment, and thereafter transferred to a recording medium. The choice of recording medium is left to the user. After the completion of use, the data shall be transferred to a recording medium and thereafter the user shall erase such data in HD of equipment at its responsibility. Execution of these operations shall be attended by a person responsible for the said equipment in order to avoid any accident of data including other data saved in such HD.

SAMPLE

(Month)____(Day)____, (Year)_____

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To use the facility of Analytical Center, Graduate School of Science, Osaka City University during the period of such use from the date of pledge [till (Month)___(Day)___, (Year)____], I, the undermentioned, hereby pledge to acknowledge and to honor the abovementioned provisions in good faith.

Name of institute of the user: _____

(Location: _____)

Name of principal investigator: _____ SEAL

(Affiliation/job title: _____)