

Regulations on the Remote Operation of Shared Equipment

Approved by the Director of the Core Facility Center, Organization for the Promotion and Support of Research Activities on October 15, 2024

Overview

Article 1. On April 12, 2017, the Director of the Technical Support Center within the Organization for Research Promotion's Core Facility Center at Tohoku University approved the 'Internal Regulations on Use of Equipment, etc. at the Technical Support Center within the Organization for Research Promotion's Core Facility Center at Tohoku University'. The new regulations set forth in this document stipulate essential matters regarding the remote operation of Tohoku University's shared equipment and the viewing of the operating status of the shared equipment, as well as the rooms or buildings in which the shared equipment is installed. Details about the shared equipment is listed in Appendices 1 and 2 of those existing internal regulations.

The existing internal regulations approved in 2017, including the appendices, will hereinafter be referred to as the 'CFC internal regulations'.

Tohoku University will hereinafter be referred to as 'the university'.

The shared equipment and the rooms and buildings in which it is installed will hereinafter be collectively referred to as 'shared equipment'.

The remote operation and viewing of the operating status of the shared equipment will hereinafter be collectively referred to as 'remote operation'.

Definitions

Article 2. Within these regulations, the following terms are defined as follows (please also see the diagram at the end of this document).

1. Shared Equipment

The shared equipment listed in the appendices to the university's CFC internal regulations that can be controlled via remote operation (including relay terminals and cameras for the purpose of carrying out remote operation).

2. Equipment Managers

Staff members at the university who operate or manage the shared equipment.

3. Users

A person specifically given permission to use the shared equipment.

4. Remote Locations

A location inside or outside the university other than the room in which the shared equipment is installed.

5. Remote Operation Terminals

Electronic devices such as computers and tablets used by users to perform remote operation.

6. Intra-University Network

The university's internal network to which the remote operation terminal is connected.

Definitions of Remote Operation

Article 3. Remote operation as defined in these regulations refers to the following tasks:

1. Tasks which involve users operating shared equipment from remote locations (including operations that only involve the monitoring of shared equipment or the acquisition and analysis of data).
2. Tasks which involve users remotely monitoring the operating status of shared equipment and giving instructions to the person operating the shared equipment.
3. Tasks which involve users operating shared equipment in line with instructions from a remote equipment manager.
4. Other tasks which involve shared equipment being operated over a network.

Definitions of Users

Article 4. Individuals to whom the following applies are permitted to carry out remote operation:

1. Those who have applied to use shared equipment and who are permitted to carry out remote operation by an equipment manager.
2. Individuals, aside from those to whom 1. above applies, who are permitted to carry out remote operation by an equipment manager.

Notes on Using the Equipment

Article 5. Users must use the equipment in accordance with the rules established for the shared equipment.

- 2) Users carrying out remote operation must use the remote operation terminals in line with with the instructions of the equipment manager.
- 3) Depending on what shared equipment is being used, only remote operation terminals which have been authorized to connect may do so.

Obligation to Submit Reports

Article 6. Users who notice anything unusual with respect to the shared equipment when carrying out remote operation must immediately cease the operation and contact the equipment manager.

- 2) Users must cooperate in identifying the cause of malfunctions.

Prohibited Acts

Article 7. Users must not engage in any of the following acts:

1. Any act that interferes with the operation of shared equipment.
2. Any act of operating on or viewing data acquired by a third party using the shared equipment without permission.
3. Any act of giving a third party the ability to carry out remote operation without permission from the equipment manager.
4. Any act that interferes with the carrying out of remote operation, such as installing software without permission on a remote operation terminal being managed by the university.
5. Any other act that interferes with the carrying out of remote operation.

Compensation for Damages

Article 8. Users who cause damage to shared equipment, remote operation terminals being managed by the university, or the university network either intentionally or through negligence must compensate for the damage and restore the situation to its previous state.

2) Users who cause a leak of information thereby disrupting the operation of either the university or shared equipment must compensate for the damage.

Cancellation of Approval

Article 9. If a user violates any provision of these regulations, the equipment manager may withdraw approval for use of the equipment or impose a suspension on its use for a given period of time.

Disclaimer

Article 10. If any difficulties arise or damage occurs to an electronic device that is not being managed by the university, for instance electronic devices owned by an individual user, as a result of activities such as the carrying out of remote operation, the university shall not bear any responsibility to the user.

Supplementary Provision

These regulations shall come into force from October 15, 2024.

Diagram

