

Working in Banyo PPP Agreement

A. General Access Conditions

1. Banyo Pilot Plant Precinct (Banyo PPP) users are defined as follows:
 - ❖ QUT Users: QUT staff or students who conduct research or project works independently;
 - ❖ External Users: External personnel who conduct research project works at Banyo based upon mutual agreement.
2. All Banyo PPP users must always follow policies and procedures of QUT Health, Safety and Environment (HSE) in addition to specific risk assessments and/or standard operating procedures relevant to their work.
3. To apply for user access, all QUT users must complete the online Banyo Orientation session, pass the Banyo Quiz via Blackboard, and email a copy of the Certificate of Achievement (valid for two years) to Banyo Technical Manager before attending an on-site induction session. External users will need to arrange with Banyo Technical Manager to complete the Banyo Orientation Processes.
4. User access can only be granted if you have a valid Certificate of Achievement-Banyo Quiz.
5. All Banyo PPP internal users must complete the following mandatory QUT training:
 - ❖ General Evacuation training annually,
 - ❖ Health, Safety and Environment induction every two years; and
 - ❖ Laboratory Safety every two years.

For Banyo PPP users who are staff or students of QUT, it is their Supervisor's responsibility to ensure these mandatory training modules are completed and refreshed as required.

6. Banyo PPP users may only use a particular piece of equipment if they are inducted and authorised to use that equipment. Consult with Technical Staff for guidance.
7. A user's swipe card or keys must not be passed on to another person.
8. Any damage to Banyo equipment that results from misuse or user error may be charged back to users or their organisational unit.
9. Access to Banyo may be suspended or terminated in the event of serious neglect or damage of equipment, inappropriate use of equipment, neglect of HSE procedures, or allowing unauthorised people in to Banyo PPP as follows:
 - ❖ First time – written warning (email) to user and supervisor
 - ❖ Second time – written warning (email) to user and supervisor
 - ❖ Third time – access suspended until face-to-face meeting between Banyo staff, user, and supervisor.
10. In cases where people or equipment have been placed at significant risk or harmed, Banyo staff have the right to immediately suspend a user's access without warning.
11. Do not remove or bring anything into Banyo PPP (e.g., chemicals, assets, and technical equipment) without the permission of Banyo staff. When relocating assets to or from Banyo, please liaise with the Banyo Technical Manager to make appropriate arrangements and update the asset register.
12. All computers at Banyo are not to be modified in any way (e.g., installing software, changing settings) without prior consultation with Banyo Technical Manager.

13. Please report any faults or irregularities of equipment and/or facilities to Banyo staff immediately.
14. Seek assistance from any Banyo First Aid Officer for any injury, accidents, or first-aid need.
15. After-hours access is only permitted after consultation and training with relevant Banyo staff and specific risk assessment regarding the work to occur after-hours has been approved. Consult with Banyo staff in regard to current procedures for after-hours access application.
16. Photography or filming is strictly prohibited without expressed permission from project owners and Banyo technical staff.

B. Research Specimens and Data Management

- Research specimens are the responsibility of the user and should be removed from the facility or disposed of as soon as practical after analysis and results are available to the user. Long-term storage is not available on site. Relevant QUT policy (e.g., HDR Code of Conduct) shall apply. If applicable, users will be charged for waste disposal accordingly.
- All users are responsible for managing and archiving their own data. Banyo PPP is not responsible for any loss of data as well as users' personal properties.

C. Acknowledgement and Authorship

- Banyo PPP should be acknowledged in any research output (e.g. publication, presentation, poster) arising from data generated by use of Banyo facilities. This acknowledgement is appropriate professional courtesy, and enables us to track the impact of Banyo infrastructure, which in turn helps justify continued resourcing for the infrastructure and staff. An example of appropriate acknowledgement is:

"This work was enabled by use of the Banyo Pilot Plant Precinct hosted by the Institute for Future Environments at QUT."

D. User Charges

- If applicable, charges for training and use of Banyo infrastructure are agreed between IFE and the User in the project scope form and via a quotation for services.

Banyo User: First Name: Last Name:

I acknowledge my responsibilities as a user of Banyo PPP and agree to the terms and conditions above.

Signature:		Date:	
------------	--	-------	--

Supervisor: First Name: Last Name:

I acknowledge my responsibilities as a supervisor of the above Banyo PPP user and agree to the terms and conditions above.

Signature:		Date:	
------------	--	-------	--