

Core Facility User Policies for Mass Spectrometry Facility

Below please find a series of policies that must be followed by all users of the BC Mass Spectrometry Facility. Please reach out to the Facility Director (marek.domin@bc.edu) with any questions or concerns.

1. Access and Training

- **User Registration:** All users must register with the facility and complete the necessary training before accessing the equipment.
- **Training:** Users must undergo mandatory training sessions to ensure proper handling and operation of the mass spectrometry instruments.
- **Access Hours:** The facility is accessible during designated hours. Users must adhere to these hours unless special permission is granted and only trained user are allowed in the facility. Access is limited only to those using the instrument.

2. Instrument Usage

- **Booking System:** Users must book instrument time in advance using the facility's online booking system (<https://bc.ilab.agilent.com/>).
- **Cancellation Policy:** Cancellations must be made at least 24 hours in advance. Failure to do so may result in a penalty.
- **Instrument Handling:** Users are responsible for the proper handling and care of the instruments. Any damage caused due to negligence may result in a penalty.

3. Sample Preparation and Submission

- **Sample Guidelines:** Users must follow the facility's guidelines for sample preparation and submission.
- **Labeling:** All samples must be clearly labeled with the user's iLab number.
- **Hazardous Materials:** Users must inform the facility staff about any hazardous materials and follow the safety protocols.

4. Data Management

- **Data Storage:** Users are responsible for backing up their data. The facility is not liable for any data loss.
- **Data Sharing:** Users must comply with the facility's data sharing policies and respect confidentiality agreements.

5. Safety and Compliance

- **Safety Protocols:** Users must adhere to all safety protocols and wear appropriate personal protective equipment (PPE) while in the facility.
- **Compliance:** Users must comply with all relevant institutional and governmental regulations.

6. General Conduct

- **Respectful Behavior:** Users must maintain a respectful and professional demeanor while in the facility.
- **Cleanliness:** Users are responsible for keeping their work areas clean and tidy.

These policies are designed to ensure the smooth operation of the Mass Spectrometry facility and to provide a safe and productive environment for all users. If you have any specific requirements or additional policies you'd like to include, feel free to let me know!