

Bindley Bioscience Instrument User Policy:

All university researchers have equal access to the services and instruments provided by the BBC. Instruments are scheduled on a first-come basis. These rules are necessary to maintain equipment in optimal operational conditions and avoid unnecessary downtime. We can only maintain the equipment properly if the users keep Bindley staff informed of potential problems.

- 1) All instrument users will be trained on the proper use and maintenance of instruments by facility staff only. For training, normal operator fees will apply.
- 2) All instrument users must receive training certification from the Facility Manager prior to accessing any instruments unsupervised. Facility Managers reserve the right to deny unsupervised usage until all levels of training have been successfully completed.
- 3) Principle investigators may be financially responsible for damages due to improper use by those users in their labs. This includes cleaning any system due to samples containing contaminants that interfere with instrument performance.
- 4) Users should not attempt to fix any equipment problems, regardless of how small or insignificant the problem may appear. Facility staff must be informed of any potential operational problems of instruments.
- 5) Reservation cancelation is required on all instruments that are reserved through the web-based system. Principle investigators may be financially responsible for reservations that are NOT canceled 24 hours prior to the reserved time. Cancelation can be completed by contacting the individual Facility Manager.
- 6) The Facility Managers reserve the right to suspend usage privileges if the users do not adhere to the outlined policies.
- 7) Users who have concerns or difficulties with the implementation of this policy should address the issues first with the individual Facility Manager. If a mutually accepted solution cannot be reached, then the BBC Operations Manager will be recruited to help implement an agreeable resolution.