

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.

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!