

## 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 (harek.domin@bc.ed) with any questions or concerns.

### 1. Access and Training

- x User Registration All users must register with the facility and complete the necessary training before accessing the equipment.
- x Training: Users must undergo mandatory training sessions to ensure proper handling and operation of the mass spectrometry instruments.
- x 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

- x Booking System Users must book instrument time in advance using the facility's online booking system (<https://bc.ilab.agilent.com/>)
- x Cancellation Policy. Cancellations must be made at least 24 hours in advance. Failure to do so may result in a penalty.
- x 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

- x Sample Guidelines Users must follow the facility's guidelines for sample preparation and submission.
- x Labeling

## 6. General Conduct

- x Respectful Behavior: Users must maintain a respectful and professional demeanor while in the facility.
- x 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!