



FY25-26 User/Faculty Agreement for Access: Walk-up QDa LC/MS

Revision date: June 27, 2025

The QDa LC/MS instrument is for the use of trained and certified users. Upon successful completion of the group and individual training sessions, and this signed form, the user below will be given access. It is impossible to define policies for every conceivable situation; thus, rules and policies are no substitute for common sense. Anyone failing to act in a professional, safe and responsible manner while in the Mass Spectrometry Facility (MSF) will be banned from further use of the facility. For inactive users (>3 month) a training review session is required. Please review relevant documents and training at: <https://massspec.unm.edu/walk-up-lc-ms-resources.html>

Problems with equipment (e.g., malfunctions, breakage, etc.) should be reported to the MSF manager. Do not try to fix or adjust anything by yourself. Considerable damage can be done at a great cost of both money and downtime by repair attempts. Users are responsible for any damage and will pay for repairs if they fail to consult the lab staff regarding errors or fail to follow guidance provided by the staff members and/or the procedures and training.

Expectations: Users will follow procedures for logbook entries, instrument check (QC) samples, mobile phases, data storage, instrument use, fume hood and 'leave no trace'. Scheduling for certified users is by reservation <https://faces.ccrcc.uga.edu>, (group UNM_MS). The MSF will provide premixed dilution solvents, wash/rinse solvents and manage instrument waste. **Users will follow their PI's guidelines for safe work operations.** Eyewear is required in the MSF when handling solvents. Split-septum caps are required for sample vials!

Charges:

Initial training, troubleshooting, questions, software help while operating – **FREE**,
Instrument usage will be billed at \$15/hr. in increments of 15-minute blocks,
Consulting on data analysis – billed as an MSF data analysis \$25/hr.,
Repair time incurred by MSF at \$50/hr. in increments of 15-minute blocks,
Parts/service required due to negligence or failure to follow procedures – billed to faculty,
Solvents will be ordered by MSF and billed according to group usage.

Signatures: I certify that I will use the QDa LC/MS and the MSF laboratory in a safe and responsible manner as described here and during training:

Date: _____ User (Print): _____
User (signature): _____

The person identified above is doing research authorized and guided by myself, has my permission to incur charges on my accounts. I authorize payment for usage (Index below) and for the repair of damage to the walk-up instrument and any other MSF instrumentation caused by the student or their solvents/samples.

Date: _____ Faculty (print) _____
Faculty (signature) _____ Index # _____