



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

Revision date: Jan. 7, 2025

The QDa LC/MS instrument is for the exclusive use of trained and certified users. Based upon the successful completion of the equipment use and safety training sessions, the user 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 who fails 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.

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. If users misuse the equipment by not consulting the lab staff members or by ignoring the suggestions provided by the staff members, users are responsible for any damage and will pay for repairs.

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.crcr.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 LC/MS analysis \$40/sample,
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 outlined by the Facility Staff:

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 of and for the repair of damage to the walk-up instrument and any other MSF instrumentation caused by the student or their solvents/samples.

Faculty (print) _____ (signature) _____