

# Missouri S&T Department of Chemistry

## Shared Instrument Lab – Access Agreement and Request

Prospective user: as part of gaining access to the Shared Instrument Lab (SIL), you must read and agree to the rules listed below, signaling your agreement by signing where indicated. Your PI must also sign. Return the signed form to the folder outside Dr. Leigh's office (314 Schrenk Hall); you will be notified by email when access is granted.

### **(1) Lab Access and Security**

- a. Access to the Shared Instrument Lab (Schrenk Hall 139 and 140) is by card swipe access. You will only swipe in with your own card; you will not allow anyone else to swipe in with your card. You agree that you are responsible for anyone that you admit to the lab, whether they are accompanying you or whether they slip through a door that you open. You will not prop open any door nor take any other action to defeat the latching mechanism.
- b. Card-swipe access for users outside the Department of Chemistry will only be available from 8:30am until 4:30pm; please plan your experiments accordingly.
- c. The lab is monitored by a security camera system and thus is not a private area. Recorded video is reviewed when needed in order to deal with problems that may arise.

### **(2) Instrument Training and Use**

- a. You will not use, nor attempt to use, any instrument or equipment without being properly and officially trained and authorized beforehand. Only certain people are authorized to train you, so don't ask your labmate or friend to provide training as they are not authorized.
- b. Instrument time is scheduled by reservation in minimal blocks of a half hour; the department website gives the procedures and includes a tutorial. Please read the tutorial carefully and completely to avoid making an embarrassing mistake. Note that if you are using an instrument during a time reserved by someone else, your experiment may be terminated without notice. (If someone is using an instrument during your reserved time, please advise the laboratory staff and we'll handle it.)
- c. A system of instrument use fees is being established and will soon be in place for all instruments. In order to use an instrument or piece of equipment for which a fee will be charged, you will provide a valid MoCode against which you are authorized to incur expenses. You will be charged for the greater of your reserved time or your actual time used.
- d. All instruments (and most of the equipment) have an accompanying logbook which you must sign both before using the instrument and at the end of your session.

### **(3) Chemical Safety and Hygiene**

- a. Gloves shall not be worn when touching things people touch with un-gloved hands. This includes, but is not limited to: instruments and equipment; computer keyboards, mice, and screens; handles of doors, cabinets, drawers, and faucets; and chairs, doors, cabinets and countertops, and other “human contact” surfaces. If you need to handle something with a gloved hand, wear one glove to handle just that item and keep one hand un-gloved to touch everything else.
- b. Keep your hands clean to avoid chemical contamination of things you touch.
- c. No large quantities of hazardous materials may be brought into the lab. If you aren't sure what constitutes a “large quantity”, please consult with the laboratory director. Likewise, nothing that could be considered extremely hazardous should be brought into the lab.

#### (4) User Responsibilities and Good Housekeeping Practices

- a. Do not remove anything from the lab that you didn't bring to the lab.
- b. Do not leave/abandon samples or other materials or equipment in the lab without permission.
- c. Chemicals (including samples) brought into the lab should be labeled with their name, the name of the owner/generator, and associated hazards. (Multiple samples in a rack or box may have a single label affixed to the rack or box.)
- d. Generally, you will need to provide your own sample handling supplies and consumables. What is provided and what you will need to bring with you will be discussed during training.
- e. Clean up after yourself, promptly and completely.
- f. No unauthorized modifications shall be made to instruments or equipment.
- g. Be considerate of others and push stools and chairs under the benches when you leave.
- h. Problems in the lab (with instruments or equipment, with the lab itself, or with other users) should be reported promptly to the laboratory management.

#### (5) Miscellaneous

- a. You will follow the instructions displayed in the lab, be they in written documentation or on signs or digital displays, as well as instructions given by the laboratory staff.
- b. Insofar as possible, the instruments in the lab are hosted by computers running supported operating systems and are connected to the campus network. You are encouraged to use your network share ("S drive") to transfer data between the lab and your usual workspace.
- c. Be mindful that lab access is a privilege which may be curtailed or revoked entirely due to infractions of the rules. These rules are in place to help protect you and the instruments.

#### (6) Updates to rules

- a. Updates to these rules will be published as needed on the Department of Chemistry website (look under Research > Departmental Instrumentation).
- b. Your continued used of the Shared Instrument Lab will constitute tacit agreement to abide by the updated rules.

**User:** by signing below, you acknowledge that you have read and agree to the rules stated herein.

**PI:** by signing below, you confirm that the user named below is under your supervision and is authorized by you to incur expenses to be charged against your funding; also that you have read these rules and understand that the user named below must adhere to them in order to access the SIL.

*You may wish to keep a copy of this document as a record and a reminder.*

User Name (please print)	User email address	PI Name (please print)	Department
User signature	Date	PI Signature	Date