

## Shared Instrumentation Labs Policies

**\* Violation of any of these terms and conditions herein or policies for the shared instrumentation labs will result in loss of access to any instrument in the shared instrumentation labs. \***

are for instructional purposes and only accessible to 1) students and TAs in lab classes; 2) undergrads and grads taking research for credit; 3) postdocs directly mentoring those students.

### I. LABORATORY ACCESS

- Only Dr. Katherine Smart and Betsi Good can provide facility and instrument access to users (CHEM 157, CHEM 241A, CHEM 245A, and HCKY 001b).
- Users are not allowed to allow access for others in the facility without prior authorization from laboratory staff. Also, users are not allowed to lend their UNT issued key card/key to others.
- Users must not leave the laboratory door open for any reason.

### II. USER RESPONSIBILITIES

**\* Users will have their instrument access privileges revoked if they fail to meet these responsibilities. \***

- Follow relevant facility, lab, and instrument training, safety, booking, and standard operating procedures and protocols.
- Report instrument failures, issues, or concerns promptly to laboratory staff.
- Report misuse, damage, or negligent handling of instruments or resources to laboratory staff.
- Do not attempt to repair or modify any component of any instrument.
- You are responsible for the instruments and chemicals used.
  - Get training on instruments from laboratory staff prior to using the instrument.
  - Label all in-use chemicals.
  - Users are responsible for bringing all chemicals and supplies needed.
- Clean up your work area when you are finished. Leave the work area and all instruments in the same or better condition as you found them. The shared instrumentation labs are not to be used for storage of your items. Any found items will be disposed of.

### III. INSTRUMENT USE

- Prior to using any instrument, you must make a request by completing the Instrumentation Lab Usage Request Form and approved by laboratory staff. Approval from laboratory staff and advisor are required for each new analysis method prior to using the instrument for said analysis.
- All instruments must be reserved using the scheduling software before using or having access to the instrument. Users will only have access to the instrument at the time they reserved. Users are not allowed to share account logins or book on behalf of others.
- The user's research advisor (UNT users) or organization (non-UNT users) may be held responsible for financial costs when instruments are damaged as a result of user negligence.  
Examples of such negligence include, but are not limited to,
  - Mishandling or physically damaging an instrument,
  - Moving or re-configuring components of the instrument,
  - Spilling liquids or other substances,
  - Using the instrument for any purpose other than that for which it was designed,
  - Using an unauthorized method or using any instrument without laboratory staff approval.
- Samples and their preparation
  - All users are expected to follow basic laboratory safety procedures.
  - All samples must be properly prepared to maintain the integrity of the instruments.
  - If users are unsure of proper sample preparation protocols for a given instrument and method, they should consult with laboratory staff prior to attempting any analyses.
- Data storage & retrieval
  - Users are expected to retrieve and back up their data immediately after their instrument session.
  - The shared instrumentation labs are not responsible for maintenance or backup of user data.