

NIU MAC Laboratory User Agreement

The purpose of this agreement is to establish expectations between the users and lab personnel of the NIU Molecular Analysis Core Laboratory (NIU MAC). All NIU faculty and staff are eligible to be users of the NIU MAC lab. The laboratory is located in La Tourette Hall room 304.

1. Instruments that are maintained and operated by MAC lab staff:

Shimadzu Triple quad MS, LCMS-8045
Bruker QTOF MS, Maxis Plus
Shimadzu MALDI MS, Axima Performance (arriving July 1, 2019)
Shimadzu GCMS, GC2010
Shimadzu UHPLC, Prominence LC-2030C
Shimadzu Fluorometer. RF-6000
Shimadzu UV-VIS, UV-2600
Shimadzu AA, AA-6200
Shimadzu FTIR, IRAffinity-1S

2. The NIU MAC lab provides the following services in the person of the Interim Lab Manager, Michael Vega (contact mvega5@niu.edu):

- a. carries out day-to-day maintenance of instruments
- b. provides assistance with designing/carrying out experiments
- c. provides some training for users, if desired
- d. maintains the lab reservation system (LabAgenda) and Sharepoint online resource
- e. enforces safety regulations

3. User group member agreements:

- a. all users must fill out the “new user registration form”. The lab is not charging any fees at this time but is collecting data on usage.
- b. users and visitors to the lab agree to follow all required safety procedures including the use of safety glasses and lab coats
- c. users must use the LabAgenda online system to reserve instrument time; users agree to sign the instrument log book EVERY time that they use the instrument
- d. if a user only wants a quick measurement on a sample, they may arrange with the Lab Manager to have the sample run by the Lab Manager (e.g., mass spectrum of a pure substance on QTOF)
- e. if a user wishes to run an instrument independently, they must complete the appropriate user training (see the Lab Manager)

f. users are responsible for their own data; NIU MAC does not offer data storage at this time

g. instrument areas must be kept free of chemicals other than what is necessary to carry out the experiment. There are hoods and designated bench space for working with samples.

h. users must leave the areas in the lab that they access in the same working condition as when they arrived

i. users may not leave chemicals and/or solvents in the lab between experimental runs without permission. Users may request space to store items but storage is limited in the lab and there is no guarantee that all requests can be accommodated.

4. Consequences and Remedies:

Should a user violate the terms and conditions of this agreement, their privileges to the laboratory shall be revoked. Appeals may be directed to the NIU MAC Advisory Committee.

User signature

Lab Manager

User name (please print)

Date

Date