

## **PBIF Standard Operating Procedure Agreement.**

### **General Information:**

In order to be eligible to use an instrument in the PBIF (SI 033), the researcher/individual must be properly trained on the specific instrument of interest by the facility manager. This training will include an understanding on designing an experiment, materials/consumables that are necessary, usage of the hardware and its respective application/software, and lastly the means to properly analyze data. Once properly trained, the user is then given access to the computer and the application/software used to control the instrument. Additionally, the user has the ability to make reservation of instrument use through the PBIF website.

It is imperative that the user reserve their time of use for any given instrument in the online reservation system, utilizing proper log-in credentials. If you do not know your username for the reservation system, contact the facility manager, Giovanni Gonzalez-Gutierrez ([giovgonz@indiana.edu](mailto:giovgonz@indiana.edu)). Proper reservation avoids any time conflicts with other Users that may arise that may also need to use the given instrument. Therefore, please plan accordingly.

*Note that the doors to SI033 will be locked permanently, so Users need to gain access by signing up this agreement and having key card clearance from the Facility Manager and MCB department office (SI003).*

Furthermore, when a user is utilizing an instrument in the PBIF, they must log their hours of use so that fees for instrument usage is properly accessed. Logging instrument use can be found through the homepage of the PBIF website using either the computer next to the instrument, any other computer in the facility or your personal device (laptop, smart phone, iPad, tablets, etc.). The credentials for time logging are your IU user ID (username) and the Password is your ADS domain paraphrase. Find the instrument that you are using and begin the process of logging hours by pushing the Log In / Log Out button next to the instrument. Additionally, the User should also log their usage on the log book that is typically found next to the instrument / computer. It is essential that a User stop / log out of the instrument log processing system as the site will continue to log hours of use until the process is stopped.

*Failure to comply with the above policy for logging instrument time will likely result in full day billing consequences and/or loss of access for the entire lab until a meeting is held with the lab PI. Failure to log time on an instrument is ultimately resource theft.*

All researchers working in the PBIF (SI 033) must follow proper laboratory safety precautions. It is advised that Users prepare their samples in their home labs before bringing them to the PBIF/instrument. The facility does not supply all necessary consumables, thus it is always advisable to bring any and all materials necessary to perform experiments. This includes pipettors, pipet tips, gloves, buffers, waste beakers, and paper towels. When there is a need to prepare samples in this room, please wear all appropriate personal protective equipment. Additionally, be sure to wear proper laboratory attire. A limited supply of disposable gloves is available in SI033. Properly dispose of glass pipettes/capillaries as well as pipet tips in the proper non-hazardous sharps container provided in the facility. If your experiment produces solvent waste, please dispose these properly. If the solvent waste is hazardous, it is advisable to keep these wastes in your own beaker and dispose of them properly in your home lab.

**Name:** \_\_\_\_\_ **IU username:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Lab Affiliation:** \_\_\_\_\_ **Lab Location:** \_\_\_\_\_ **Lab Phone:** \_\_\_\_\_

**Status (student, faculty, etc.):** \_\_\_\_\_ **Department:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature Facility Manager:** \_\_\_\_\_ **Signature MCB Office:** \_\_\_\_\_