

Sign-up and Usage Policy

Agilent Infinity II UPLC

New Users/New Projects:

1. For **new projects**, we require all users (new and approved) with your PI to set up a meeting with us to consult about the project, pricing, and the most efficient route for method development.
2. Self-service users **must be properly trained and approved by Facility staff** before being permitted to sign-up and operate the equipment.
 - a. Users may receive preliminary training from Facility staff (charged per hour) or other approved users in their group. The training session from Facility staff can be used to setup the new method. Self-service users may not operate the instrument alone until they have passed a thorough check-off procedure with Facility staff. Those failing to pass will require further training and a re-test.

A self-service user must be able to set-up the instrument alone and troubleshoot any problems related to the set-up (leaks or blockage) and software/method. Only if a problem arises from hardware failure will the Facility be responsible to fix it at no cost.

Approved Self-Service Users:

1. **Sign-up** must be requested by email to salvarez@unl.edu.
2. **New Procedures:** Notify Facility staff **BEFORE** any new procedures (including new buffers, method, etc) are used on the instrument to have them approved first.
3. **Hardware Changes:** If your method necessitates changes being made to the standard LC set-up, all hardware must be set back to the original starting configuration. We do however encourage minimal changes to the standard configuration given the expected multi-user environment.
4. **Waste Container Maintenance:** Every time you use the instrument, please indicate on the sheet located next to the waste container the compound names and volumes. If the bottle is close to being $\frac{3}{4}$ full before you start, please notify a Facility staff member to switch with an empty bottle.
5. **Self-service-users must provide their own columns, HPLC grade solvents and HPLC vials.**
6. **Remember to fill out the instrument usage logbook with the total # of hours (including setting up and final clean-up) and the total number of hours of samples run.**
7. Please report any hardware problems/errors with the instrument to a Facility staff member immediately.
8. Self-service users are responsible for backing up and storing their data and method files.
9. **Do not hesitate to ask if you are unsure about something.**