

## Sign-up and Usage Policy

### Q-TRAP 6500+ with SelexIon+

#### 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, but 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. The training session from Facility staff can be used to setup the new method.
  - b. There are two categories of self-service users, the cat #1 user is defined as being able to book time and use the instrument in a standard “fixed” configuration for methods already optimized (no direct infusion allowed). The cat #2 user is defined as someone being able to run the instrument in different configurations for method optimization and LC-MS/MS. These two categories may or may not include the use of the SelexIon which requires specialist training from AB Sciex.

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 or dirtiness of the system, 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](mailto: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 (cat #2):** If your method necessitates changes being made to the standard LC-MS 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.**

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