Sign-up and Usage Policy
Agilent GC-MS

New Users/New Projects:

1. For **new projects**, we require all users (new and approved) 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 at \$55/hr for internal users, see website for rates for external users) 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 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 and afischer@unl.edu.
2. **New Procedures:** Notify Facility staff **BEFORE** any new procedures (including new column, sampling method, etc) are required to use the instrument.
3. **Hardware Changes:** If your method necessitates changes being made to the standard GC-MS hardware (column, liner and sampling), only facility staff is allowed to make these changes. At the end of the project, the hardware will be set back to the original starting configuration. A \$150 fee will be applied for any changes required to the hardware. We do however encourage minimal changes to the standard configuration given the expected multi-user environment.
4. **Self-service-users must provide their own vials.**
5. **Remember to fill out the instrument usage logbook with the total # of hours (including setting up runs, blank and standard run time) and the total number of hours of samples run. The total # of hours will be used for billing. The internal rate for self-service users is \$15/hr (see website for rates for external users).**
6. Please report any hardware problems/errors with the instrument to a Facility staff member immediately.
7. Self-service users are responsible for backing up and storing their data and method files.
8. **Do not hesitate to ask if you are unsure about something.**