

Sign-up and Usage Policy Agilent Infinity II UPLC

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 \$50/hr) 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, blank and standard runs, and final clean-up) and the total number of hours of samples run. The total # of hours will be used for billing. The fee for self-service users is \$15/hr.**
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.**