

## **Department of Chemistry/NanoTech Institute Cost Center General Operating Procedures**

To inquire about training in the Cost Center, complete the Request for Certification and Training. Once the information on this form is verified, training sessions will be set up with a designated Center staff member. A completed Request for Certification and Training form must be on file with the Facilities Director for anyone working in the Center. Once trained personnel are granted permission to use a facility, the following guidelines must be strictly adhered to:

- a. Users must sign in using the equipment logbook. The experiment, sample type, time in and time out, and any problems should be recorded.
- b. The work area must be left clean. No samples or other materials are to be left behind.
- c. All safety policies of the University and the Department of Chemistry must be followed, including proper disposal of chemicals and broken glass, wearing of safety glasses, etc.
- d. Users will log onto the equipment computer using their unique UTD NetID. The time logged in under the NetID will be cross-referenced with our scheduling software to generate invoiced billing time. Do not allow anyone else to use the equipment while you are logged in. Sharing of logins is against University policy, is strictly not allowed, and will result in immediate termination of privileges.
- e. Data may be left as a backup on equipment computers; however the facility is not responsible for lost data. Save your data files and take them with you when your session is over.

Failure to follow any of the above procedures will result in either temporary or permanent termination of privileges.

### **Reservations**

Equipment reservations will be made by using Resource Scheduler, a web based interface that we have developed. After a Request for Certification and Training Form is on file for a user, he/she will be given a login to access the scheduling website. The User's Manual for Resource Scheduler is provided below, and the scheduling website is located at <http://nanoserver.campus.ad.utdallas.edu/mrm6/>.

### **Billing**

Invoices will generally be sent out during the first week of the month for the prior month and are due 14 days after they are received. All equipment charges are billed in one hour increments and are based on the equipment reservation system. It is the responsibility of the user to make any reservation cancellations at least 24 hours prior to the reservation start time. Any reservation not cancelled with 24 hours notice will be charged to the user at the standard rate.

**Damage to Instrumentation**

The user is responsible for any damage to instrumentation due to neglect or misuse by that user.

Questions, comments, and requests should be directed to:

Steve Collins, Ph.D.

Facilities Director

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