

# Analytical Chemistry Service Center Use Policy

## Introduction

The Analytical Chemistry Service Center (ACSC) charges on a time of use basis for all of its analytical equipment. Basically, the main service that the ACSC provides is the “rental” of equipment for clients to use and analyze samples on a daily or weekly schedule based on the needs and the availability of the equipment. The ACSC does not employ technicians to analyze samples, all analysis are conducted by you or your technician after receiving proper training.

Analysis requests from organizations outside of the university will need to coordinate their request with a faculty member in the Department of Biological Systems Engineering. Payment for the service must be through a Gift Grant with a signed Memorandum of Agreement. Any interpretation of the data must be performed by the faculty member through personal consulting services.

## Services Provided

- **Analytical Equipment Rental**

Analytical equipment will be available to be reserved, scheduled, and utilized for a period of time at the costs listed on the website. Most equipment in the Analytical Chemistry Service Center is the property of the Department, but in some cases a piece of equipment is the property of a PI. Scheduling priority is given to the PI of a specific piece of equipment if the instrument is the property of the PI. In almost all cases, scheduling is conducted on a first come, first served basis, so please plan accordingly. After proper training, the equipment can be scheduled on the website.
- **Sample Screening with Existing Methods**

When a researcher is interested in conducting an analysis with a method that has already been validated in the BSysE Analytical Chemistry Service Center, the Laboratory will try to arrange with a trained individual to provide screening of up to five (5) samples with no equipment cost to determine if sample analysis is feasible with the equipment and previously developed methods. After successful screening, the instrument can be reserved for detailed training with the Laboratory Manager and additional samples can be analyzed.
- **New Method Development and Support**

The Laboratory Manager will be available to assist researchers with new analytical method development as time and priorities permit at a rate of \$45 per hour. Complete method development is the responsibility of the researcher. Method development will be much easier and less costly if a significant amount of literature research is conducted beforehand.

If the researcher has not yet been trained on the use of the instrument in which a method is to be developed, new method development will coincide with training on the instrument. The training will be used to determine how much time will be needed for full development of the new analytical method and determine how long will be needed for sample analysis.
- **Training**

Training will be provided for the individual that will be conducting the analysis at a rate of \$45 per hour. Each instrument will require slightly different training requirements, but the average is about 2-hours. Training will be greatly facilitated and more informational if the researcher reads and understands all background information and pre-training

documentation that is provided to them. For efficiency, comprehension, and memory retention purposes, individuals will only be trained when they have compiled samples to run, or are ready to develop a new analytical method. This will allow trainees to immediately apply their new knowledge and avoid the need for re-training. Training will occur only on a one-on-one basis. Group training on most analytical instruments will only be for general information purposes; individuals trained as a group will not be permitted to operate an instrument until they receive one-on-one training. After training has been completed, the researcher will be given access to reserve the instrument on the website.

- **Instrument Maintenance**

All instrument maintenance is conducted by the Laboratory Manager. Each instrument rental contains a fee to cover the cost of parts and materials to maintain the instruments. The Laboratory Manager will strive to have all equipment maintained and operational at all times.

- **Consumables**

Only major instrument consumables are covered under the rental fee. A list of common consumables will be provided for each instrument. You are responsible for providing all of the chemicals, standards, sample vials, filters, etc. needed for your analysis. There is limited space available for storage of your consumables in the Laboratory while you are using the instruments. Any gases required for instrumentation are covered in the rental fee. The Laboratory has a few different HPLC and GC columns available for use. If a specific column is not already available, you will be responsible for providing it.

### **Sample Preparation**

There are no facilities provided for sample preparation. All samples are to be prepared in your own laboratory facility. Please only bring the consumables needed to conduct your analysis and your prepared samples ready for analysis to the Analytical Chemistry Service Center.

### **Scheduling**

An equipment scheduling calendar can be found on the ACSC website. After training has been completed, the researcher will be given access to reserve the instrument on the website. Reservations are required, and must be made at least 24 hours in advance to allow time for the lab manager to make any necessary changes to the equipment for a specific analysis. Cancellations need to be made at least 24 hours before the scheduled reservation time to allow other users to sign up for that time period. No-shows will still be charged for the time of their reservation. Researchers found to be using the equipment without scheduling will lose their privileges to use the equipment in the service center. By using the ACSC scheduler you acknowledge that you agree to follow the requirements outlined in this policy.

In almost all cases, scheduling is conducted on a first come, first served basis, so please plan accordingly. Most equipment in the Analytical Chemistry Service Center is the property of the Department, but in some cases a piece of equipment is the property of a PI. Scheduling priority is given to the PI of a specific piece of equipment. Rush prioritization can sometimes be accommodated for an increased fee.

If a PI would like to require their group members to obtain prior approval before scheduling use of the equipment in the Laboratory, this can be arranged with the Laboratory Manager.

### **Invoicing and Payment**

- An IRI is required before use. This will ensure that users have permission from their PI to utilize the equipment.
- The PI has the option to pay in advance for their group to conduct analysis via a blanket IRI. Invoices will be charged to the blanket IRI that reflect the amount for instrument rental and the remaining balance in the account.
- An invoice for equipment rental will be sent to the PI after analysis is complete. A credit for any instrument consumables (i.e. gas cylinders) will be deducted from the invoice.
- An IRI is required prior to analysis for all Murdock equipment that is housed in the Laboratory), no exceptions. This includes the Agilent ICP-MS, Agilent LC-QQQ, Agilent GC-MS, Agilent HPLC, and Agilent GC-FID.
- Visiting Faculty and Scientist need to have a budget established with WSU and an IRI is required before use of the instruments.
- A PI who has purchased a piece of equipment with their own funds will not be charged depreciation, but will still be invoiced for all other costs.