

**If you are part of UTHealth Science Center at Houston (internal users), you must use your UTHealth credentials to register and/or sign-up into the iLab website:**

iLab Organizer :: UTHealth Center for Craniofacial Research Instrumentation Core (CCRIC) (corefacilities.org).

**Core manager contact: [ccric@uth.tmc.edu](mailto:ccric@uth.tmc.edu)**

### **Equipment Access Policy**

Users must be registered on the iLab website to reserve or access the instruments and technologies. All users must have been assigned to an active payment source chart field string (CFS) before using any equipment.

Note: To find instructions on how to set up a CFS please refer to the “UTHealth Center for Craniofacial Research Instrumentation Core (CCRIC) Guide for Users.” CFS may be associated with an individual sponsored account such as a grant or contract or a department fund.

NEVER use equipment unassisted without first being trained or being authorized by the core manager. Under no circumstances should a user train or instruct another user, unless this trainer has been approved previously by the core manager.

Trained users will receive access and codes to the instruments. DO NOT give your access or codes to anyone else.

When finished, instrumentation/workstations should be left clean and in a standard configuration. If you bring samples that you don't need anymore, please dispose of them in your laboratory and do not leave them on the instrument workstation. If you do, they will be thrown out.

Please notify the core manager if you find anything wrong with the instrument or it is not in working order; do not attempt to repair it yourself! Please report anything out of the ordinary to the core manager promptly.

### **Training Policy**

Training prices are the same as assisted use prices. Training is available for instruments having the assisted use service only listed in the iLab website. New users who have no prior experience in using these instruments must take the full training course. Users are expected to read documentation, watch video tutorials and retain this information for future reference. Newly trained users will need to schedule their initial sessions during working hours (9-5) in case help is needed.

New users who have significant training from elsewhere must prove to the core manager that they can use the instrument properly. Typically, this will include turning on and off the instrument when applicable and setting up the instrument before the experiment.

Refresher training also is available at the assisted rate.

*Anyone who attempts to operate an instrument without proper training will be subject to disciplinary action that can include loss of future access to all CCRIC technologies for major violations.*

### **Sign-up Policy**

New Users: Core manager will coordinate and schedule training dates and times with new users. After successful training completion, the user will be approved to book the instrument using an assigned iLab account. To find instructions on how to register or log-in please refer to the “UTHealth Center for Craniofacial Research Instrumentation Core (CCRIC) Guide for Users.”

If you need help setting up an instrument or during your session, please make sure the core manager is available before you make the booking. Send an email to [ccric@uth.tmc.edu](mailto:ccric@uth.tmc.edu).

iLab website allows users to book, edit or cancel booking up to the time of reservation. If an unscheduled need to use equipment occurs, first check the calendar. If no one has booked the instrument, it may be booked for immediate use.

Please check the online booking calendar at the end of your session to facilitate last-minute changes and scheduling updates. *Scheduling is mandatory and must be done prior to using the instrument.*

The use of all CCRIC equipment operates on a first come, first served basis. However, if you need to meet critical deadlines all efforts will be made to prioritize such projects. Please inform the core manager ahead of time when scheduling critical priority work.

Users found operating equipment without signing up on the calendar first will receive a warning, and if this reoccurs, future access may be denied.

### **Cancellation Policy**

There are no fees for cancellation. Please be considerate of your colleagues and do NOT book multiple timeslots that are unlikely to all be used with the intent to cancel those not used. Too many cancellations by users will result in cancellation fees being assigned at the discretion of the core manager.

If you are going to end your session early, please let the core manager know. The extra time can be removed from the reservation. If you forget to let us know, the core will charge based on the reserved time.

### **Time Reporting Policy**

If you are more than 30 min late for the start of the session and have not notified the core manager, you will be charged from the start of your session. If you must leave for a meeting or refreshments, you will be charged for that time that the instrument is offline for other users.

Any internal user can ask for permission to use the instruments after hours, however, not every user will be granted the right to work after hours. The core manager will make the decision based on the user's skill and experience with that instrument.

### **Policy on Personal Use of Computers**

Core computers may not be used for any type of personal work. Do not download software without the written permission of the core manager.

### **Data Policies**

Storage of data is the responsibility of the user. Data must be moved off instrument computers and archived in a timely fashion. The core will remove data more than 3 months old, when necessary, without notice. Reminders will be sent out quarterly.

### **Revoking Access**

Core access will be revoked under the following conditions:

1. Users operating an instrument without proper training
2. Users operating an instrument in an unsafe manner
3. Users giving access to unauthorized users
4. Users tampering with or modifying equipment

**NOTE: Food and drinks are not allowed in any CCRIC laboratory at any time. Food and drink is allowed at Mission Control workstation.**

08/06/2023

CCRIC at UTSD