

Centre for High-Throughput Phenogenomics Policies

Access to Equipment

1. Senior investigators must complete an Access Request Agreement Form (ARF). All users of the equipment must be included as part of the Research Team (ARF-Section 6). UBC users will be required to provide a speedchart code for billing purposes. External users are required to provide billing information.
2. Information about the samples that will be brought into the Centre is required for Health and Safety Purposes. In addition, the Centre requires the certificate numbers for Biosafety, Chemical Safety, Ethics and Handling/anaesthesia as necessary for the individual projects.
3. All new users of the equipment are expected to have the appropriate training for the equipment they intend to use. Basic training is provided free of charge and can be booked by signing up for training courses. More advanced training can be arranged by appointment for a training fee. **Users are not permitted to train other new users.**
4. Users may only use the equipment that they have been trained on. Access is granted between 8 am and 6 pm on weekdays (Monday-Friday), excluding University holidays. After-hours use will be permitted for competent users with prior approval. For after hours access, please contact the Director, Dr. Nancy Ford.
5. Booking is made in advance using the online calendar, booked in a minimum of 30-minute time slots. For users requiring technical assistance, bookings must be made at least 48 hours in advance to ensure the appropriate technical staff is available to assist. Users will be billed based on the online booking, so please ensure that they do not book more/less time than is necessary for their studies. Users that consistently underbook or overbook may lose access to the equipment.
6. Internal UBC users will be required to provide a standing order with valid speed chart. External users will be invoiced monthly and payment is required in 30 days. Users with accounts in arrears for more than 60 days will be limited from further booking until outstanding balances are cleared.
7. **Cancellation policy:** Users may cancel their bookings up to 24 hours in advance. If technical assistance was requested, please ensure that the appropriate technical staff member is contacted via email. Users that cancel less than 24 hours in advance, or fail to show up for their bookings, will be charged for the full booking.
8. **Equipment Servicing:** Scheduled servicing of the equipment will be booked in the online calendaring system. Should equipment fail, users should notify Centre staff. The user will not be charged for the time booked while the equipment is not functioning. Centre staff will attempt to notify users who may be affected by unanticipated equipment downtime.

Access to Data Processing Room

1. Training on data analysis software is available free of charge. Seminars will be offered periodically, or training can be done by appointment. Technical assistance is also available for analyzing data, charged at the listed price.
2. Computers in the data processing room are allocated on a first-come first-served basis. If a user needs to leave for an extended period of time (>15 minutes), please logout and allow others to use the work area.
3. Data should not be stored on the local drive, as it will be lost when the user logs out. Data should be stored on networked drives, external USB drives, DVDs and/or CDs. Users are responsible for ensuring that their USB drives are virus-free.
4. Users should refrain from rebooting computers in the data processing area. If a computer is not behaving as expected, please notify the Centre staff. **Users are not permitted to download programs or other files onto the computers.**

Safety

1. Users are responsible for proper specimen handling, including the use of protective clothing (gloves, goggles, etc.) and cleaning areas that may be contaminated. **Failure to follow proper handling and cleanup procedures may result in users losing access to the facility.**
2. Users must have proof of appropriate training for biosafety, animal use, and radiation safety as required for their experiments. Ethics approval is required for animal experiments. Training and ethics approval is the responsibility of the senior investigator. If assistance is required for amending or writing an ethics proposal, please contact the Director, Dr. Nancy Ford.
3. The Centre can only accept samples that are Biosafety level 1 or 2.
4. Any use of radioisotopes, tracers or labeling must be discussed with the Director prior to commencing experiments.
5. All workplace safety incidents must be reported to Staff immediately. First aid for minor incidents will be available on site.

Centre Etiquette

1. Users will not knowingly damage any equipment in the facility. All equipment and supplies must remain in the facility. Users will not access, alter or delete data or files that do not belong to them, and will not alter the operating settings of the equipment.

2. No food or beverages are allowed in the equipment areas, the data processing room or the main lab areas.
3. Users are asked to book only the time that they need on the equipment. This will enable more users to have access to the equipment in a timely fashion.
4. Users are required to clean up after themselves in all areas of the facility. This is particularly important for samples that are biosafety hazards or contain chemicals.
5. Users are required to report any equipment that is not performing properly to Centre staff. If the equipment is not functioning, users will not be charged.
6. Please remember to acknowledge the Centre in publications and supply a copy of all publications that arise from data generated in the facility to the Director. **For studies where Centre staff has actively participated in the design of the experiment and/or data analysis, authorship in the resulting publications will need to be discussed with the Director of the Centre (Dr. Nancy Ford) prior to commencement of the studies.**