

SOP FOR MMI-MHTP ACCESS

PQMS3-MMIMHTP-SOP-0001

DOCUMENT AUTHORISATION		Date of Next Review	
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Additional authorisation if required			

1. INTRODUCTION

This document describes the process by which users request access to MMI equipment.

1.1. Purpose

To detail the process of users accessing MMI.

1.2. Scope

This procedure applies to all requests for use of the microscopes within MMI.

1.3. Competency

Staff must have the necessary level of knowledge and skills acquired through training, qualification, or experience to ensure that the correct User access pathway is implemented.

2. RESPONSIBILITIES

It is the responsibility of the Platform Manager to oversee the implementation and maintenance of this procedure.

It is the responsibility of staff involved in drafting, reviewing or authorising documentation to ensure the procedure is followed.

3. DEFINITIONS

DEFINITION	BRIEF EXPLANATION
User database	Monash Micro Imaging maintains a database to record user information.
Collaboration	A Centre staff member will assist in the microscope use for you and unless otherwise arranged you will need to be present to identify the features of interest in your samples.
MMI	Monash Micro Imaging
MMI booking system	MMI has an online booking system which allows licensed Users to book equipment they have been trained to use (ARIN).
Project	A Project is a body of work with a specific affiliation and a defined purpose.

4. HEALTH AND SAFETY CONSIDERATIONS

There are no significant hazards or special instructions relating to the procedures described in this document.

5. PROCEDURE

5.1. All new applicants are directed to the following website (https://platforms.monash.edu/mmi/index.php?option=com_content&view=article&id=83&Itemid=160) which lists the required information for registration to the facilities, and Online booking site (ARIN) registration.

5.2. All requests for access to MMI must be done either via submission of a Job Desk Registration Request (http://jobdesk.monash.edu.au/login/index.cfm?jobdesk_id=26) or via direct email to MMI-MHTP staff.

This will require the following information from a new applicant:

Full Name
Staff/Student ID No
Dept
Supervisor Name/s
Monash Authcate name
Contact phone number/s
Email
Staff, Honours, Masters or PhD Student
A brief description of your research
Date Completed Biosafety/PC2 Training or Student Project Safety 3 (not required for EM)
Cost Centre and Fund Number
Any known allergies/sensitivities

If access is requested directly by email to MMI-MHTP staff and this information or part of the information is not included, MMI-MHTP staff will respond to request the relevant missing information.

5.3 Applicants will then receive a conditions of use form (PQMS3-MMIMHTP-FRM-0001), a "Reporting of Research Outcomes" form (PQMS-MMIMHTP-FRM-0002) and "MMI New Project/Collaboration" form (PQMS-MMIMHTP-FRM003), along with the MMI-MHTP Handbook (PQMS3-MMImhtp-REF-001-V1). These can be downloaded from the MMI website (<https://platforms.monash.edu/mmi/>). They must be completed and signed by both the registrant and their supervisor. The completed forms can be submitted electronically via job desk (http://jobdesk.monash.edu.au/login/index.cfm?jobdesk_id=26) or via email to MMI-MHTP staff.

5.4 This finalises their application. All applications for access to MMI will receive acknowledgment of application of their submission by the MMI Administration Officer using the Sample Email Reference (PQMS3-MMIMHTP-REF-0004).

5.5 All applications are pre-screened by the Centre staff to access the feasibility of performing the work on the available microscopes within MMI. If the request is deemed to be unfeasible, the applicant will be notified by the Centre staff.

5.6 If the request has been deemed feasible, the applicant will be contacted to arrange a New Project Meeting to discuss their requirements further (PQMS3-MMIMHTP-WIN-0001). This meeting is to be attended by the User and their Supervisor (if they are a PhD student), and any MMI Instrument managers relative to the request. These meetings are typically held on a needs basis.

5.7 At the New Project Meeting the scope of the user's project is discussed with the aim of determining if MMI has appropriate equipment to meet the user's requirements. At this meeting it will be determined on which microscope the work is to be performed. If a user has

a small number of samples, requires the microscope infrequently or has a difficult experimental request, typically this work will be performed as a collaboration.

- 5.8** Microscope training is arranged by MMI-MHTP staff (PQMS3-MMIMHTP-SOP-0002).
- 5.9** For collaborations, the user and MMI-MHTP staff member will liaise to book a suitable time on the microscope and discuss the appropriate sample preparation required.
- 5.10** Users requiring unsupervised access must undertake a Local Area (MMI-MHTP) OHS Induction. (PQMS3-MMIMHTP-FRM-012)
- 5.11** On completion of practical training the user will sign the MMI training form (PQMS3-MMIMHTP-FRM-0010)
- 5.12** A theory and safety induction is conducted monthly for all new users (PQMS3-MMI-WIN-0003) at MMI Clayton Campus. MMI-MHTP users are advised of this induction, attendance is optional.
- 5.13** All users must complete a new registration at the beginning of each year. They must confirm their cost centre and fund details.

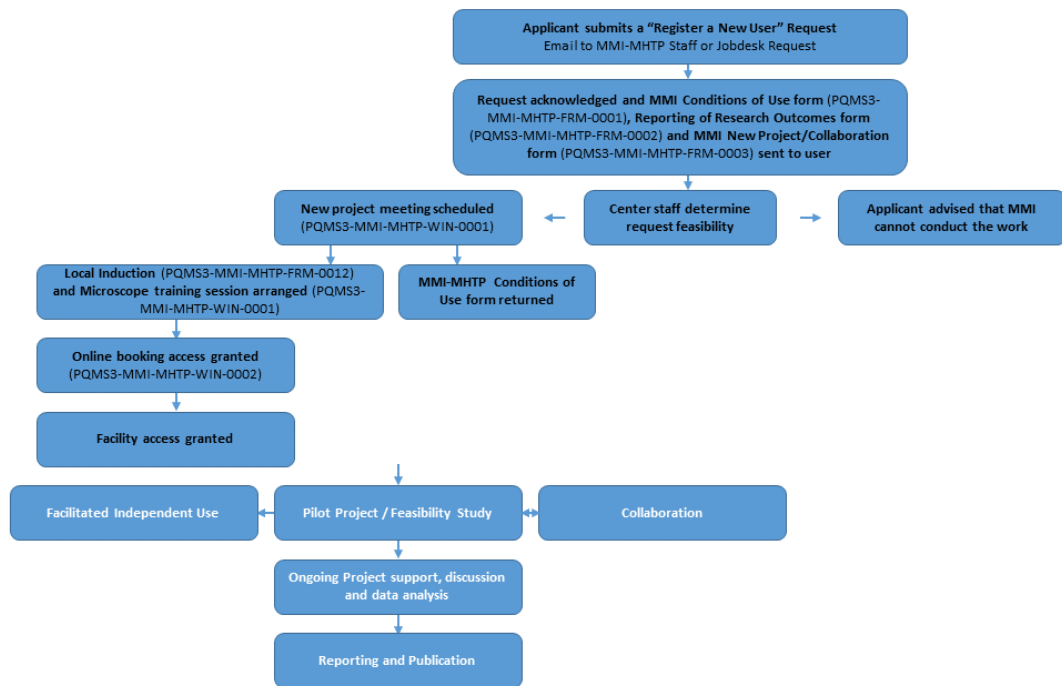


Figure 1. Flowchart of User Pathway into MMI-MHTP

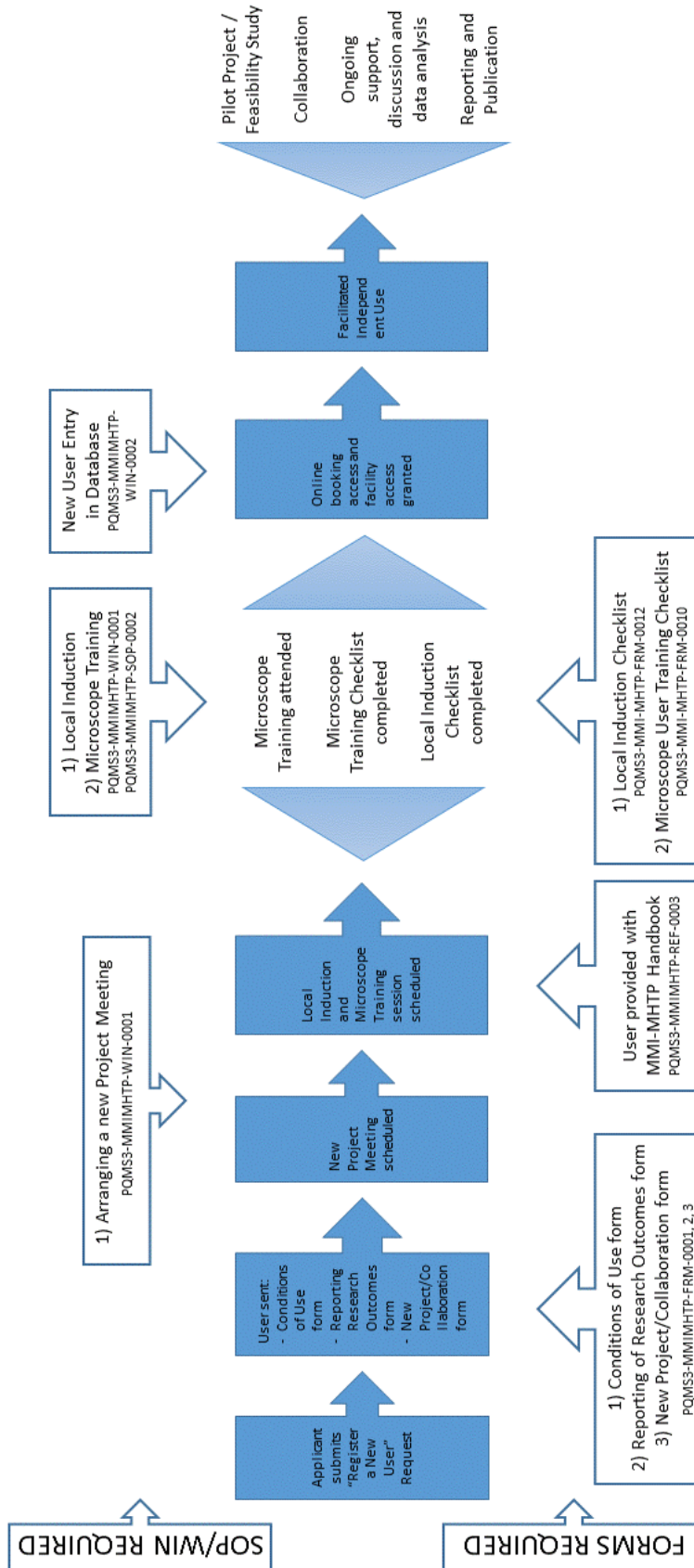


Figure 2. Flowchart of user pathway into MMI-MHTP with documents references

6. APPENDICES

N/A

7. REFERENCES
7.1. Internal

Conditions of Use Form, PQMS3-MMIMHTP-FRM-0001

Reporting of Research Outcomes form, PQMS3-MMIMHTP-FRM-0002

MMI New Project Collaboration Form PQMS3-MMIMHTP-FRM-0003

Example Access Email Reply, PQMS3-MMIMHTP-REF-0004

Arranging New Project Meeting, PQMS-MMIMHTP-WIN-0001

MMI-MHTP Training SOP PQMS3-MMIMHTP-SOP-0002

MMI-MHTP Microscope Training Checklist PQMS3-MMIMHTP-FRM-0010

MMI-MHTP Local Induction and OHS Training Checklist, PQMS3-MMIMHTP-FRM-0012

Entering Users into User Database, PQMS-MMIMHTP-WIN-0002

MMI Handbook, PQMS3-MMI-REF-0003

MMI Online Booking System

MMI Access Database

<http://www.monash.edu/ohs/ohs-information-and-documents/ohs-documents-and-information>
7.2. External

N/A

DOCUMENT HISTORY			PQMS3-MMIMHTP-SOP-0001-V
Version no.	Date of Issue	Reviewed by: name	Amendments
1	9/6/2017	K. Elgass	Created