

# PLANT TISSUE CULTURE AND TRANSFORMATION FACILITY POLICY

## *Equipment Use and Scheduling Policies*

### **A. General Equipment Policies:**

1. **Equipment & Lab Safety Training is required prior to any user reserving time on any piece of Equipment in the TC Facility.** Lab Safety Training and the TC Facility Orientation Training is provided at no cost to all Users and is required prior to obtaining access to the TC Facility.
2. **New Equipment Training:** When new Equipment is acquired and brought into the TC Facility, Users are required to attend training on its use prior to reserving time on the new Equipment. Director will notify all Users of the training schedule via email notification and/or by posting the schedule on the TC Facility webpage for sign-up. Should an External User desire group training for all of their staff simultaneously, please contact the Director to coordinate such scheduling needs.
3. **General Lab Services** requested of TC Facility Staff for technical assistance or individual training on the Equipment or to perform full-service projects for External Users will be charged at the then-current rates for similar users on an availability basis. Please complete the *Full-Service Request Form* (if applicable), or contact Director to coordinate any other requests.
4. **Priority:** Danforth Center Staff has priority on all Equipment use in the TC Facility.
5. **Log In/Out Policy:** After using any Equipment requiring login, a User must remember to logoff the instrument and clean the area so it is ready for the next User. Additional fees will be charged to External User if TC Facility staff are required to clean up after any External User (see *Lab Safety and Clean-up Policy* posted on the TC Facility webpage).
6. **Director Permission Required for Equipment and Chemical Movement In/Out of TC Facility:**
  - a. No Equipment, chemicals or materials of any kind that are owned by Danforth Center may be removed from the TC Facility without written permission from the Director.
  - b. External Users may not bring equipment, biologicals, chemicals or consumable materials into the TC Facility without first obtaining written permission from the Director (email communication is acceptable). The Safety Officer requirements relating to certain biologicals and chemicals are in addition to and concurrent with this requirement.

### **B. Equipment Reservation Policies:**

1. **To Reserve Equipment:** All Equipment use in the TC Facility must be reserved on an hourly basis, billable in 30 minute increments. Advance scheduling for Equipment use by

External Users is only guaranteed when made 24-48 hours prior to the desired time period. Reservations requested farther in advance than 48 hours or requested less than 24 hours in advance may be preempted for Danforth Center Users (with email notice to reservation holder to re-schedule); otherwise, all External User reservations will be on a first-come first-serve basis.

Equipment use scheduling requests shall be made to the Director via phone at 314-587-1435 or via email at [vveena@danforthcenter.org](mailto:vveena@danforthcenter.org). It is anticipated that an online scheduling software program will be implemented for the TC Facility by enter of March, 2018. Notice of activation of the software and training on use of the software will be coordinated by Director via email communications to all Users.

2. **Special Requirements for Hood Reservations:**

a. For hood and gene gun reservations, please go to the TC Facility webpage located at:

<https://www.danforthcenter.org/scientists-research/core-technologies/tissue-culture-transformation>

to verify that the desired Equipment is working and available for use (the schedule will show “open” if not reserved by a Danforth User and is in proper working order) and then contact Director at 314-587-1435 or [vveena@danforthcenter.org](mailto:vveena@danforthcenter.org) to reserve your time on the Schedule in Director’s Office. See Paragraph 1 above for the anticipated use of software for these scheduling needs.

b. A separate reservation must be created for each hood requested (or two spaces if the 6’ Hood is reserved). When reserving hood space, please be sure allow for sufficient time to account for the time needed to pour and cool media.

c. A label or instruction sheet must be placed on or near plates when User steps away from the Hood to provide instructions for special needs or safety concerns, and whether the Hood power shall remain on or off (at Users discretion).

d. Users shall bag and properly dispose of all materials from the Hood at the conclusion of each reservation.

3. **Utilization of Equipment Under Extended Reservations:** If there is a lack of availability of Equipment for scheduling and TC Facility needs dictate, Director reserves the right to utilize Equipment that has been reserved for extended periods of time (defined as being reserved for 16 hours or more) (an “*Extended Reservation*”), when the holder of the Extended Reservation (“*Extended Reservation Holder*”) is not actively using the reserved Equipment. Director will notify the Extended Reservation Holder when the reserved Equipment will be made available to other Users. The Extended Reservation Holder will not be billed for the Extended Reservation time periods when others are allowed to use the Extended Reservation Equipment.

4. **Dispute Resolution:** If an External User is unable to access the Equipment at the scheduled start time of their reservation, the Director or other TC Facility staff should be notified immediately. The TC Facility Staff will work to resolve the situation as quickly and fairly as possible.

5. **Cancellation policy:** If cancellation notice is provided by email to Director at least 18 hours in advance of a reservation, the External User will not be billed for the reservation cancelled. However, if notice is not provided for cancellation at least 18 hours in advance, the External User will be billed for the full time reserved.
6. **Late Policy:** If an External User reserves a timeslot, and does not arrive within 30 minutes of that reservation, they will forfeit their reservation if the next adjoining timeslot is already booked. The user that arrived late (or is a no-show) will be billed for the entire time reserved and not used.
7. **Equipment Malfunction:** If any equipment malfunctions, the User must report the equipment malfunction immediately by email to Director at [vveena@danforthcenter.org](mailto:vveena@danforthcenter.org). If the malfunction occurs during an External User's reserved period, External User shall also advise Director whether they were able to continue their work on any other available equipment and advise how much scheduled time was lost due to the malfunction, so Director can modify the usage charge accordingly.

**C. Miscellaneous Equipment Use Policies**

1. **Data Interpretation:** External Users take sole responsibility for the interpretation and application of their research results to their project from the information derived from their use of the Equipment. If assistance is required, please refer to Section A(3) above.
2. **Disputed Equipment Use Fees:** Any dispute over billable hours on the Equipment will be resolved by Director referring to the entries on the Equipment Scheduling Calendar, as modified according to email notices timely received relating to cancellation or equipment malfunction.