

## User fees and policies for hands-on access to the LC-MS system

### 1. User fees

**A:** \$3.50/injection. User's column, solvents, filters, caps and vials.

**B:** \$7.0/injection. Mass Spec Lab's column, solvents, filters, caps and vials. In addition to the user fee, if the instrument parts are damaged by improper use then the cost of parts will be charged to the user's research group who caused the damage.

### 2. Policies

1. Xiao is responsible for instrument maintenance, user training, column/method setup, reconditioning, cleaning, column switching and LC method development to maximize instrument readiness for all users.
2. To discuss hands-on access to the LC-MS instrument, contact Xiao with information of your research interests – include details of the column that you plan to supply/use. Reverse-phase columns are very much preferred.
3. After discussion with each trainee/user as regards instrument needs, Xiao will schedule the initial training.
4. Before the initial training occurs, the appropriate SOPs and registration form will be sent to the trainee for review prior to the initial training session.
5. Initial training normally takes 2 hours. After the initial training, users can usually access hands-on use of the instrument with in-lab support from Xiao.
6. With Xiao's approval, which depends on each user's comfort, skills and experience using the instrument, 24/7 hands-on access in Xiao's absence will be possible via an assigned key.
7. To respect others, each user can only book 2 hours for each booking. At the time of use, and if there is no one booked after the initial 2 hours, the user can extend their booking into the following 2 hours.
8. In addition to booking online, please contact Xiao one week in advance if system changes (e.g. reverse to normal phase; chiral columns; change of research group) are needed. Please note that changes/maintenance from reverse phase to normal phase need longer time than those for switching from one research group to another.
9. If you need any help, please contact Xiao at [Xiao.Feng@dal.ca](mailto:Xiao.Feng@dal.ca).