



Centre for Chemical Analysis, Research and Training (C-CART)

Terms of Use of C-CART Services

1. Only authorized, trained users will be permitted to use the facility. Before a user can run any experiments, they must receive appropriate training from C-CART staff on the specified instrument. All users must demonstrate sufficient understanding of the training to be permitted access to the instrument. If necessary, additional training may be required. All users are prohibited from attempting to train other users or from allowing untrained users to use the instrument; violation of this rule will result in revocation of user privileges.

2. Users must never share account information with others or use another user's account.

3. If you have been recently trained OR have not used the instrument in the past 3 months, do not proceed with using the instrument without CCART staff present in the lab. If they are away, re-schedule. While weekend and overnight access may be granted to experienced users upon request on a case-by-case basis, C-CART reserves the right to decline after-hours access to ensure continuity of service availability for the broader user community.

4. All instrument time must be scheduled using the on-line scheduling program, with the exception of the 300 MHz NMR (walk-up only). Each user will be provided with a username and password required to access the scheduling program. **Users must show up for their scheduled time within 15 minutes of the starting time.** Failure to show up within this time will result in forfeiture of the time. Repeated failure will result in loss of instrument privileges. **If a user cannot use their scheduled time, he or she must cancel their time before the start of their time block.** Users are expected to notify other users as soon as they are aware they will not be able to use their time. Charges will apply for use not canceled prior to the starting time. Users must sign up for their own time. Using another user's time is prohibited.

5. Only routine experiments should be performed: if new or specialized techniques are required, the user must consult with C-CART staff for authorization and to receive the related training.

6. Any request which cannot be accommodated by the normal schedule must be submitted to facility staff at least one week in advance of the desired date. The normal schedule will be interrupted to accommodate the request, after which time the usual schedule will continue. Every effort will be made to work with users to fulfill special requests in a timely fashion, while also considering continuity of service for the broader user community. Each request will be evaluated on a case-by-case basis.

7. Samples must be properly prepared in accordance with the laboratory regulations and should be removed from the facility after the experiment is finished. Any samples left sitting around will be confiscated, and unclaimed samples will be disposed of promptly.

8. All safety regulations of the facility must be followed at all times. All lab users are required to have successfully completed WHMIS and Lab Safety Training. This may be from the on-line program offered by Memorial University (through the Desire2Learn system at DELT) or from another facility. Please provide proof of successful completion. If a user is unaware of the safety requirements, please consult with C-CART staff. If there are any further questions, contact the Environmental Health and Safety Office.

9. If ANY problem arises during the use of the instrumentation, user must contact C-CART staff and report the issue immediately (in person, text or email). Always notify C-CART staff if you observe anything unusual in the lab or if you experience any instrumental error. Only C-CART staff are permitted to troubleshoot and restart instrumentation and software.

10. Any emergency in a lab should be handled by calling 411. Failure to obey posted safety signs can result in personal injury or death.

11. You agree to acknowledge C-CART laboratory when publishing data collected within our facility, and to provide an electronic copy of any published manuscripts to lab staff.

12. If C-CART/Node staff significantly contribute their intellectual experience and time into your project, we recommend staff be considered for co-authorship in accordance with the Tri-agency Framework: Responsible Conduct of Research, section 3.1 (2016). In such cases they will assist in writing/editing the manuscript and experimental section pertaining to data from C-CART labs."

By signing this, both supervisor and user acknowledge that you have read, understood, and agree to abide by the Terms of Use:

User signature:

Supervisor signature: