

Policies for Self-Service Users

1. Instrument Use • All self-service users are required to be trained on the instruments by ICBR CY staff prior to first use put in an ilab request to schedule instrument training with a staff member. All new CY Core users are required to take the Flow Short Course I/II as well as take one on one instrument training. This is required to become a CY self-service instrument core user. If non-trained individuals are caught using the instrument, you will face a suspension and may have your self-service privileges revoked.
2. Not following proper SOP for instrumentation usage, may result in denied access to instrument until self-service users is re-trained by ICBR CY staff.
3. A minimum of 15 minutes must be reserved on all of our self-service instruments
4. A maximum of 4 hour daily reservation recommended during normal business hours 9am-5pm. This will allow other users access and limit no shows. If you require additional time, contact CY staff. Self-service users agree to abide by additional specific use policies of the individual core instruments.
5. After instrument use, self-service users are expected to clean up any space they used, properly handle trash produced, and make instruments ready for next user this includes following all proper cleaning instructions once your samples are completely collected. Users frequently leaving instruments or work area in untidy or unusable conditions may be suspended or denied access to the use of ICBR instruments.
6. Self-service users who have not used the instrument for more than six months, will no longer have instrument access until they are re-trained by ICBR CY staff.
7. After hour access is limited and must be approved by CY Manager once users are properly trained. If given after hour access, your badge will act as your entry into the lab.
8. If users are found to share desktop log ins or software log ins, access privileges may be revoked indefinitely.
9. Instrument Reservation – All self-service users must create an instrument reservation on the ILab calendar prior to arrival.
10. Self-service users who do not arrive for their reservation or who exceed their reservation time may be billed for the maximum combined time. Frequent non-arrivals may result in revoked instrument access.
11. 15-minute policy – A total reservation charge will be charged to your account for failure to modify your reservation or contact staff within 15-minutes from your reservation start time. CY Core reserves the right to restrict your access for repeated infractions.
12. If you anticipate being late to your calendar reservation, you must modify the reservation 1hr prior start time.
13. The online calendars have a 30 minute lockout rule. If your arrival time is within the 30 minute window, notify the ICBR CY staff immediately via e-mail or phone call (leave a voicemail).
14. Self-Service Timer - Instrumentation usage begins before you start the instruments and ends after you have finished using the instrument and performed proper cleaning, and data has been transferred via DropBox, Google Drive, or other cloud storage service. This includes set up of workspace parameters. LOG INTO SELF SERVICE TIMER FIRST UPON ARRIVAL AND LOG OUT IS THE LAST THING BEFORE YOU EXIT ROOM.

15. Use of consumables/equipment/is provided at both labs– Ask CY staff if specific consumables, equipment, and/or glassware which are not provided in the lab are needed. If certain consumables (e.g., SONY CHIPS) are needed, an additional fee will apply to your invoice.
16. Data Retention - ICBR does not maintain storage of self-service users' data. It is the responsibility of the self-service user to verify they have received their data.
17. External storage drives/USB flash drives – NOT permitted on any computer. Transfer your files via cloud storage service.
18. No food or drink in the CY lab.
19. Clothing and Footwear – Full coverage shoes constructed of sturdy material shall be worn in the core laboratories at all times. Open toed shoes or sandals are not allowed in any ICBR laboratory.
20. Denied access – Repeated violations of policies will result in a 14 day to one month suspension.
21. Allowed access again – After the end of the suspension, the user needs to pass both a written exam (get 100%) based on the “Policies for Self-Service Users” followed by a re-training of instrumentation use. If the self-service user repeats a violation of the policies after regaining access to the instrument(s), the user will be immediately suspended indefinitely.

CTAC Policies

At CTAC @ ICBR, our mission is to provide a hazard-free, efficient workspace for our clientele. As a result, we have developed a number of policies in order to protect you, our equipment and the wider facility at large.

All users accept to be bound by CTAC policies in their account setup agreement. If you have a CTAC account, you HAVE agreed to abide by the policies herein.

[CTAC Hazardous/Biohazardous Waste Policy](#), effective October 1st, 2017

This policy covers the use and disposal of all items presenting a hazardous or biohazardous waste threat. This covers the use and disposal of sharps, isoflurane waste, biohazards and chemical hazards. This policy has been developed in conjunction with [Environmental Health & Safety](#) (EHS).

[CTAC Policy on Sanitization](#), effective January 5th, 2011

This policy covers the steps required to maintain a clean workspace and instrumentation for all users.

Additionally, we have adopted all the standard policies for use of our instruments and facilities from ICBR. These additional policies can be found described on the main ICBR website, under [Terms & Conditions](#).