

## GENERAL INFORMATION AND GUIDELINES

### Core Facilities

#### **1. Introduction**

1.1. The core facilities of the School of Veterinary Medicine at Texas Tech University are cost-sharing instrumentation facilities used for research.

1.2. The core space includes rooms W202, W209, and W220.

1.3. This document describes how to gain access to the core spaces, electronically schedule time on the instruments and work safely in the facilities.

#### **2. Requirements**

The ADR reserves the right to amend, modify, and remove the policies listed here at any time. To gain access to the core spaces and work safely in the facilities,

2.1. All users must have a Texas Tech University or Health Science Center account.

2.2. All users must have BLS2 training through Texas Tech University and provide proof of completion of the General Lab Safety, Chemical Safety, BSL2 online safety training, and Aerosol training. Please contact Texas Tech University Environmental Health and Safety for further information on training.

2.3. All users must fill out the new user registration details (see below 4. Registration and Accessing the Facility and Instruments (This is only for TTU-SVM Graduate students)

2.4. Users who wish to use the facility must be trained by ADR personnel to safely operate the instruments.

2.5. Users must wear appropriate Personal Protective Equipment (lab coats, disposable gloves, closed-toe shoes, goggles, mask, face shield, or other splatter guards).

2.6. Users must bring items particular to their research projects, such as specific reagents/chemicals, kits, gloves, pipette, pipette tips, USB drive to store their data, paper, pen, and portable trash can in a cart.

2.7. Users must complete sign-in/ log-books at each station, following the specific instructions for each instrument. Failure to comply with this procedure will result in a fine or penalty.

2.8. Please make reservations at least 7 days in advance. **DO NOT WAIT FOR LAST-MINUTE RESERVATIONS.** We may be busy and will not be able to direct you in case of an emergency. Additionally, once you are trained, we expect you to handle the instrument with extreme care as if it was you who bought it!

#### **3. Use of Hazardous Materials**

3.1. All work involving rDNA, bacteria, animal cells and tissues (including human cells and tissues), and biological toxins must have an up-to-date IBC protocol on file.

3.2. All hazardous materials must be transported to and from the core facility in a spill-proof, shatterproof secondary container. PIs must include the relevant core facility room number(s) in the RESEARCH LABORATORY FACILITY INFORMATION on the IBC protocol.

3.3. When handling hazardous materials in the core facility, users must follow their lab safety protocols, and wear lab coats, goggles, and gloves.

3.4. Instruments used to analyze biological samples (BSL1 and BSL2) must be surface decontaminated with 70% ethanol, all liquid waste must be treated with 10% bleach final concentration for 30 minutes before flushing down the drain, and all contaminated solid waste must be disposed of in the biohazard waste container, all biohazard/pathological waste must be transported back to the originating lab for appropriate disposal.

**4. Registration and Accessing the Facility and Instruments (This is only for TTU-SVM Graduate students)**

4.1. Access to core facilities will only be granted after getting trained on desired instrument. Please use the MS form to register.

For new users, you will be asked for the following information:

- 4.1.1. Contact Information
- 4.1.2. TTU ID Number
- 4.1.3. TTU Safety Training Summary
- 4.1.4. Principle Investigator Contact Information

4.2. When all the appropriate documentation is completed, users may schedule training on the desired instrument. To request training, please email [soni.khandelwal@ttu.edu](mailto:soni.khandelwal@ttu.edu) and [sherri.powledge@ttu.edu](mailto:sherri.powledge@ttu.edu). Training will be conducted by the appropriate Instructor and will be scheduled based on a mutually agreeable schedule.

4.3. Once training is completed, an invitation to the [MS team's calendar](#) for the requested instrument will be sent to the user. Invitations will only be sent to users with TTU email accounts or Health Science Center accounts. Once the user has access to the instrument's calendar, they may schedule time on the instrument.

4.4. **DO NOT MAKE RESERVATIONS FOR OTHER USERS.** The individual who made the reservation is responsible for the instrument during the reservation.

4.5. When scheduling, please follow the specific format below.

					Equipment									
					W202					W209				W208
Lab Number	Start Time	Approx Finish Time	User	Lab Group	Plate Reader	Bioruptor	Flow Cytometry	Shaker	Tabletop Centrifuge	Sequencer	Tapestation	Digital PCR	qPCR	Apex DNA Extractor
	1 AM													
	1 PM													
	2 AM													
	2 PM													
	3 AM													
	3 PM													
	4 AM													
	4 PM													
	5 AM													
	5 PM													
	6 AM													
	6 PM													
	7 AM													
	7 PM													

4.6. For non-SVM students, please contact Soni or Sherri to schedule training and make reservations for the instrument.

4.7 Long-term reservations (>24 consecutive hours) must consult with either Sherri or Soni prior to experiment.

4.8 Neglect of the reservation calendar will be enforced. First offence will result in a verbal reminder from Soni or Sherri. Second offense will end with an official notice from ADR. Third and final offense will result in termination of rights to use the equipment.

## **5. Reporting Damage to Equipment or Misuse**

5.1. Before starting the scheduled instrument session, perform pre-usage system checks to ensure the instrument is functioning properly. If the instrument is damaged or inoperable, inform us immediately.

5.1.1. If the instrument is damaged due to misuse AND is not reported, we will investigate the matter. Anyone found accountable for the damage will be charged a 100% surcharge for any repair and loss of use costs incurred to the instrument.

5.2. Please report any unscheduled instrument usage. We rely on the honor system when we grant access to the instruments. If this trust is being violated, please let us know.

5.3. All users must ensure the area surrounding the instrument is clean after use and ensure the instrument is turned off properly. Please report any issues before using the instrument.

## **6. Revoked Access**

6.1. Users may have their access rights suspended for the following reasons

6.1.1. Any user found operating an instrument which they have not received training

6.1.2. Any user found operating an instrument in an unsafe manner

6.1.3. Any user found not cleaning and tidying up the instrument and surrounding area after use

6.1.4. Any user found giving access to unregistered users

6.1.5. Any user found maliciously tampering or modifying the equipment schedule

6.2. If a user's access privilege has been revoked, the principle investigator affiliated with the user may appeal this decision by sending an email to Soni Khandelwal at [soni.khandelwal@ttu.edu](mailto:soni.khandelwal@ttu.edu) or Sherri Powledge at [sherri.powledge@ttu.edu](mailto:sherri.powledge@ttu.edu).

## **7. Notes and Disclaimer**

7.1. Once an instrument session has started, the signed-up instrument user is responsible for the instrument.

7.2. As a courtesy to other facility users, please cancel any reserved session at least 24 hours before the start of the reservation. Excessive cancellations are considered misuse and will be handled on a case-by-case basis.

7.3. ADR has the right to amend and modify the facility access agreement at any time.