

Request for Registration as User Bosch Institute 2019 Bosch Mass Spectrometry Facility (BMSF)



Users of the BMSF will be helped in every way possible to achieve their research goals. To enable us to do this, some fees must be charged to each user. These fees are kept as low as possible but it is important that each user understand them. The **Registration/Access Fee** provides access to the Facility and to essential training. Users of major pieces of equipment will also be charged for the consumables used. These consumables will be supplied by the BMSF; the user will be charged a **Consumables Fee** to cover agreed consumables. Some users request the BMSF Officer to develop a method for them. For this they are charged a **Fee for Service**, or on **authorship collaboration agreement**, in the latter case, the service is free.

The first step is for each user to register and pay the **Registration/Access Fee** for the calendar year, and then undertake appropriate training. The appropriate level of training will be advised by the Facility Officer. Registered users who access the Facility without training may be denied access until training is completed.

REGISTRATION/ACCESS FEE application (Please Print)

Title: _____ **Surname:** _____ **Given Name:** _____

Staff/Student ID: _____ **Position:** _____

Which Discipline/Lab is your primary affiliation?: (e.g. Anatomy/Bloggs) _____

Or **External Address:** _____

Contact Telephone: _____ **Email:** _____

Duration of access: _____ to 31 December 2019

Name of Supervisor: _____

Have you completed the Training Requirements? Yes No (Please tick)

Date Training Completed: _____ **Details:** _____

Annual Fee for users with primary affiliation to a SoMS Discipline is \$426
Annual Fee for users with primary affiliations to other Disciplines in the University of Sydney is \$606
Annual Fee for users with affiliations external to the University of Sydney is \$1,500
Fees run for Calendar Year. For users registering after July 1 a 40% discount applies

REGISTRATION/ ACCESS FEE - Authorisation of Funds Transfer

Please print details

I _____ from the Discipline of _____

Endorse the journal transfer of from my account code:

Amount: \$426 \$606 \$1500 (Please tick)

Class: 5414 **RC:** _____ **Project:** _____ **Analysis:** _____

Being 2018 Access Fee for the Bosch Mass Spectrometry Facility for:

Signature of User: _____

Signature of Supervisor: _____ **Date:** _____

To be completed by the BMSF Officer:

Date Sent to Accounts: _____ **Date Completed:** _____

CONSUMABLES FEE

In addition to the user registration fee, a fee is charged for the use of the mass spectrometers and other instruments. This fee covers the consumables involved and a contribution to service maintenance; it also covers the cost of column wash and maintenance. The Consumables Fees are:

Instrument/configuration/application	Fee per injection
Agilent HPLC 1200-UV	\$6
Agilent HPLC 1260-UV/SQ MS	\$12
Agilent QQQ6460 UHPLC/MS	\$12
Shimadzu QQQ8050 UHPLC/MS	\$12
Service Maintenance Contribution	5 % of injection fee (<i>i.e.</i> , 60c for a \$12 injection)

- The Consumable Fee for the mass spectrometers and HPLC covers column washes, column regeneration, column maintenance, HPLC solvents, buffers, bottles, vials, inserts, caps, gloves, tips and Eppendorf tubes, *etc.*
- These consumables will be supplied by the BMSF.
- The Consumables Fee is charged per injection, regardless of the number of analytes in the sample.
- The Fee is not related to the time required for analysis.
- Repeat injections are charged as additional injections. Any blank injections required are free of charge.
- The Consumables Fee does not cover special consumables, such as LC columns and guard columns, cell culture medium, significant use of N₂ gas, SPE cartridges, filter vials, and special solvents. If you are unsure, please discuss with the BMSF Officer.
- A 20% discount is available when Consumable Fees of >\$5,000 are paid in advance. Amounts unused at the end of a calendar year may be carried forward or refunded.
- The Consumables Fees will be charged to the account code provided for the user Registration Fee, unless users specifically request they be charge to another account.
- Usage fees will be invoiced quarterly, or when they exceed \$2,000, whichever occurs earlier.
- Lab heads are invited to provide an indication of the maximum in usage fees that they are willing / able to pay; our experience is that charges can mount up, causing 'bill shock'. The BMSF will do all it can to avoid such surprises, but lab heads remain responsible for charges incurred.

Authorisation of Funds Transfer (Please print details)

I _____ from the Discipline of _____

Endorse the journal transfer of funds from my account (code provided above), to the BMSF, to cover invoices for Consumables Fees incurred in my work.

Signature of User: _____

Signature of Supervisor: _____ **Date:** _____

GENERAL CONDITIONS OF USE

Once a user has registered and paid the appropriate registration fee, each must:

1. Meet with the BMSF Officer, take advice on the training required and complete the advised training, before using equipment
2. Follow all rules and procedures for the use of the Facility, including the wearing of any required safety clothing.
3. Take responsibility for the general maintenance and cleanliness of the equipment and areas used, including the safe disposal of waste materials.
4. Take responsibility for the cost of repair resulting from misuse of equipment.
5. Report accidents or misuse of the Facility to Dr Xiaosuo Wang on (Lab) 9036 3060, (office) 9036 3460 or (Mobile) 0423 335 188.
6. NOT allow access to non-registered users. **This is emphasised; please do not do it.**
7. Acknowledge the BMSF, and where appropriate the BMSF Officer, on all publications and presentations resulting from use of the Facility. Suggested text of acknowledgement is: *The authors acknowledge the support received from the Bosch Institute's Mass Spectrometry Facility, and the expert help of Facility staff, especially*

Please also note that

8. In the event that a user breaches any of the above obligations, the Bosch Institute is entitled to terminate this agreement without notice.
9. When the user requests the Facility Officer to develop methods or protocols, or to process samples for them, a **FEE FOR SERVICE** may apply. This should be discussed with the Officer at an early stage.
10. Fees for service may be waived if a collaborative authorship is agreed. This also needs early discussion with the Officer.

SPECIFIC CONDITIONS OF USE

These notes reflect issues that have arisen from time to time in the BMSF. They are designed to anticipate these issues and minimise any problems arising. They are additional to the general conditions set out above.

1. Users requiring help with method development are asked to provide reference papers and related literature and protocols.
2. The BMSF is not responsible for unexpected data produced in samples.
3. Users must advise the BMSF Officer if they intend to use solvents and buffers other than:

Solvents	Buffers
Acetonitrile Minimum HPLC grade	Formic acid $\leq 0.1\%$
Methanol Minimum HPLC grade	Ammonium acetate ≤ 10 mM
Isopropanol Minimum HPLC grade	Ammonium formate ≤ 10 mM
Water Minimum HPLC grade	Acetic acid $\leq 0.05\%$

4. When working with biological samples, including cells, users must discuss sample preparation steps with the BMSF Officer.
5. For research students for whom extensive support is required, co-supervision by BMSF Officer should be considered.
6. If misuse/inappropriate use of equipment occurs and causes damage, users will be responsible the repair cost incurred.
7. Bookings for the ESI ion source are limited to a maximum of 2 consecutive days. If a greater number of consecutive days is needed, please discuss with the BMSF Officer.
8. Bookings for the APCI ion source are limited to 5 consecutive days, and may be made only once per month basis only.

Bosch Mass Spectrometry 2019: Registration, Consumable Fees, Conditions of Use and Project
9. Bookings cancelled with less than 24 hours' notice, \$50 will be charged to the user's account.
10. If users do not use the instrument within the first 2 hours of booking, the booking may be cancelled with administration fee of \$50.

ACKNOWLEDGEMENT AND ACCEPTANCE OF CONDITIONS OF USE

I agree to the above terms and conditions.

Signature of User: _____

Signature of Supervisor: _____ **Date:** _____

This section is optional, designed to give the BMSF Officer insight into your probable requirements. We understand that, early in a project, it is difficult to predict usage.

Project Brief Description (Optional)

What are your samples in (water, plasma, Tissue, buffer etc):

Which equipment do you wish to use?:

- QQQ LC/MS (Agilent) Single Q LC/MS (Agilent) QQQ LC/MS (Shimadzu)
- ImagePrep Workstation for MALDI-imaging General Equipment
- Arium mini water system 96- Positive pressure processor
- Biological safety cabinet CO₂ incubator Inverted microscope Refrigerated centrifuge
- Shaking water bath Tissue homogeniser Freeze dryer Evaporator plus
- Dry block heater and evaporator Vacuum extraction manifold 37°C drying oven
- Drying oven (5-200°C) Sonicating water bath miVac Concentrator

Other relevant information: _____

COLLABORATIVE AUTHORSHIP AGREEMENT (please sign if applicable)

I acknowledge and agree that the projects performed in the facility are in collaborative co-authorship agreement with the BMSF Officer.

Signature of User: _____

Signature of Supervisor: _____ **Date:** _____