The MSE fee-for-service (FFS) labs in MSE 150, 250, and 309 is a multi-user facility that provides services to UCR faculty, staff and students. Instrumentation use and all services provided by MSE FFS are subject to recharge fees.

Access

1. Access to specific MSE FFS instruments and facilities is granted by the facility manager.
2. Facility staff provides services and assistance to users. Users may request to utilize the facility staff expertise for operation of instruments, sample preparation, data acquisition and interpretation.
3. Users can get direct access to operate MSE FFS instrumentation and equipment by themselves after going through the established training procedures.
4. Use of instruments and equipment is contingent upon the competency and responsibility of the user and is at the discretion of the facility manager, who has authority to deny or revoke privileges.
5. Users are required to provide an active recharge account and authorized by the titular principal investigator (PI) of the account before services are rendered.
6. Registered users are those who are authorized to use MSE FFS instruments and equipment and have on file with MSE FFS the user’s FAU form signed by the PI.
7. Registered users are required to complete training modules specific to the facility or instrument before starting work.
8. Regular registered users have access to MSE FFS during regular working hours and when staff personnel are present.

Scheduling, Reservation, and Recording

1. All services and instruments are accessible by advanced appointment on first-come-first-serve basis.
2. An online web-based reservation system should be used for scheduling by registered users, who have the relevant access privileges.
3. Minimum reservation time on any instrument is 1 hour. Each instrument has its own unique maximum reservation limit. A maximum continuous reservation time may be imposed if the demand becomes significant.

4. Starting time for each session is the booking time on the FACES system.

5. Not recording a session within one hour of concluding the use is subject to 2x the hourly rate penalty charge per incident.

6. If users are found in violation of the scheduling procedure twice within a 3-month period, their access will be revoked for up to 6 months.

**Cancelation**

1. Cancelation of appointment less than 24 hours before the starting time is subject to penalty fee equivalent to 2 hours of the specific service rate.

2. Cancelation of appointment is permitted in case of instrument or facility is under maintenance.

**Training**

1. Training is provided on one-on-one basis.

2. Users are granted access to operate the instruments after successfully demonstrating safe and correct operation of instruments.

**Consumables**

1. Users will be provided usage of common consumables such as kim wipes, paper towels, solvents.

2. Users will need to provide their own gloves (PIs can request drawer space free of charge depending on availability).

**Waste Management**

1. All samples must be collected by the user and disposed of properly in their own labs.

2. Chemicals (of any kind) are not allowed in the facility without approval from lab manager and cannot be stored in drawers.

**Problems**
1. Any problems, malfunction, damage, or substandard instrument performance should be reported immediately to the facility staff and recorded on the sign-in sheet.

2. Users may be suspended and charged for damages caused by UNAUTHORIZED attempted service, negligence, or mishandling of instruments.

**Charges**

1. A fixed fee is charged to the PI at the beginning of the Academic Year after approval of fee-for-service usage.

**Payment**

1. PIs are charged through the UCR recharge system.

**Senior Design Students**

1. Students are expected to not interfere, operate instruments, or use consumables reserved for the fee-for-service users.

2. Students must maintain clean and safe working environment.

3. Violation of these rules will be reported to the PI and subject to academic discipline.