XRD Policies and Regulations ver. 1 (last updated 9 30 2016)

The MSE fee-for-service (FFS) 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. There is no limit on the length of reservation. 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.

7. A recording of all use must be documented in the provided sign-in sheet.

**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 are expected to provide their own gloves for safe handling of their samples and instrumentation. Recommendation is at least 2 pairs of gloves in case they become contaminated with sample residue.

2. Basic solvents and wipes will be provided for users to prepare and clean the sample holders and preparation benches as necessary. Any abuse found will be subjected to penalties and revoking of access indefinitely.

3. Users are expected to wipe surfaces down after use to maintain a clean working area.

4. Users need to return all used items back to their original storage space.
Waste Management

1. All samples must be collected by the user and disposed of properly in their own labs.
2. Used wipes should be properly disposed of in the preparation room.
3. Any broken glassware needs to be disposed of in the “Broken Glass” container.

Data Storage

1. Electronic user files and data stored on MSE FFS computers are kept indefinitely from the date of creation.
2. Users will be notified if files are to be deleted due to space constraints and have 1 week upon notice to transfer all files on to their personal storage devices.

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 campus approved user fee structure is used to charge for all services.
2. XRD time is charged at increments of 1 hour.
3. A penalty fee of 2x hourly rate per incident may be charged for violation of any lab rules, plus the cost of repair/replacement of any damaged part/system.

Payment

1. Users are charged through the UCR recharge system.