

Center for Macromolecular Interactions (CMI) Instrument Access Policies

All CMI Users must follow these instrument access policies. Failure to do so may result in termination of access privileges.

Acknowledgments

- In an effort to justify past and future financial support, it's essential for us to demonstrate that the CMI is productively advancing research in the community. The best way to do this is to document publications, *so please let the CMI know when you have published a paper that relied on CMI resources.*
- Acknowledgement of the "Center for Macromolecular Interactions in the Department of Biological Chemistry and Molecular Pharmacology at Harvard Medical School," is also greatly appreciated.

Laboratory and Instrument Access

- **NEVER allow another person to use your eCommons ID and password or HUID to access any CMI instrument or the lab. This rule is inviolable.**
- Active CMI users will have swipe access to the room via their HUID.
- Active CMI users will have access to PPMS booking calendars and instruments on which they have been trained by CMI staff.

Instrument Sign-up

- All users must sign-up to use instruments in advance, using the online scheduling software, PPMS (<https://ppms.us/hms-cmi>).
- Reservations must be cancelled 24 hours before the scheduled start time to avoid booking fees. Please, make cancellations as early as possible to allow others access to the instrument.
- Each instrument will have limits on the number of hours for which any user or user group may sign-up in advance. However, any authorized user may sign-up for an instrument in the 24-hour period before start time. Users may request extra time in excess of the reservation limit from the CMI director (cmi@hms.harvard.edu).
- The booking software will allow you to request notification of cancellations on an instrument you are waiting to use.
- If you do not use an instrument for a period of 12 months, your access to the instrument may be suspended. Please contact cmi@hms.harvard.edu to regain access.

Laboratory and Instrument Usage

- HMS lab safety guidelines must be followed at all times. Take all necessary precautions to protect the equipment and yourself as you use the instrument. Wear appropriate PPE during all experiments.
- **Neither food nor beverages are allowed in the lab at any time.**
- Follow CMI instrument guidelines for each instrument you use.
- Do not use an instrument if you are not sure that you can do so safely and correctly. If necessary, you may request additional training.
- In addition to the electronic log, some instruments have paper log sheets to share instrument status between users, which you should use when present.
- Leave instruments and surrounding area cleaner than you found them.
- If you have a problem with an instrument, you must report it immediately to CMI staff by using the "Report a Problem" link on the PPMS website, by sending an email to cmi@hms.harvard.edu, or in person.
- Users may leave instruments unattended during automated acquisition for short periods of time, as long as clear contact instructions are left with the instrument (name and cell phone number).

Data Storage

- Backup all data collected on the CMI instrument computers.
- Hard drives on instrument control computers and the CMI workstation may need to be erased or replaced without warning. The CMI is not responsible for lost data.

Billing

- All users will be billed for access to CMI instruments to cover maintenance and operating costs.
- Rates are posted on the CMI webpage, and listed on the online booking form for each instrument.
- Users will be billed the maximum of the time reserved or the actual time on the instrument. Logoff of the PPMS screen lock after your session or charges will continue to accrue.
- Late arrivals are billed from the start of scheduled time.
- Late cancellations (made less than 24-hours prior to start) are billed, unless another user books or uses the cancelled time.
- Users who wish to extend their time may do so if no other user has signed up or if the next scheduled user gives express permission. During these times, the user logged in to PPMS will be charged for time on the instrument.

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