

Research Core Facility POLICIES

RCF POLICIES

The Research Core Facilities are shared spaces that provide specialized resources and equipment used by multiple labs. To keep the environment respectful and productive for everyone, please handle all equipment with care and be mindful of how your actions may affect others. Think of the space as a collective responsibility.

ACCESS & TRAINING

Access to core facilities and equipment requires specialized training and demonstrated competency.

Contact an RCF staff member for training.

EQUIPMENT CARE & SHARED SPACE MAINTENANCE

- Use equipment properly and follow all instructions.
- Follow start-up and shutdown procedures as required.
- Clean up after use.
- If an accident occurs, notify **RCF staff**, do not leave it unattended.

EQUIPMENT CARE & SHARED SPACE MAINTENANCE CONT'D

- Report any equipment damage or malfunctions immediately. Most equipment have QR codes for reporting. Check **RFBMS** for equipment status updates.
- Misuse of equipment may result in revoked access, and your lab may be responsible for repair and/or cleaning fees.

BOOKING POLICY

- To book equipment, please visit the Research Facilities Business Management System ([RFBMS](#)) webpage.
- Equipment use without prior booking is not permitted (except for select routine equipment).
- Booking on behalf of others is not allowed.
- Block booking and unnecessary cancellations are prohibited.
- Violations of the above may result in penalties, including revoked access.

BOOKING POLICY CONT'D

- A user arriving 20 minutes late for a booking will be marked as a missed booking.
- A user arriving 10 minutes late for training will be marked as a missed training.
- Repeated violations may result in hourly fees, charged to your lab at the external academic rate for the duration of the missed booking or training.
- RCF reserves the right to revoke access for non-compliance.

DATA POLICY

- RCF is not responsible for lost or damaged data stored on RCF computers.
- Data stored on RCF computers may be accessible to others if using a shared Windows login.
- It is each user's responsibility to back up data routinely on their lab's storage.
- Acquisition systems automatically purge data older than 2 months; analysis PCs purge data older than 6 months without notice.

DATA POLICY CONT'D

- For SMH PCs, users may save data on their SMH network drive or external storage device.
 - Data analysis should be conducted on analysis PCs or personal devices, not on acquisition PCs.
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Thank you for your commitment to maintaining our shared space.

