



## CUNY ASRC Epigenetics Core Facility User Policies

The Epigenetics Core Facility of CUNY Advanced Science Research Center is a multi-user facility and it is imperative that all users are responsible when conducting experiments in the facility. Individuals who intend to work in the facility must follow the following policies. All users must read this document carefully and sign it to certify that they are aware of, understand, and adhere to its content. The rules and policies are adopted to ensure everyone's safety and productivity in the facility.

### GENERAL

1. The Epigenetics Core Facility is open to all CUNY faculties, staff members, and students and to members of the non-profit research institutes at academic user rates. The facility is open to industrial partners at elevated rates.
2. Normal operation hours of facility: Monday – Friday from 9:00 am – 6:00 pm, except CUNY staff holidays. Experienced users may use the facility on off-hour upon approval by facility staff member and after proper trainings are received. Please note that all off-hour users will receive minimum technical support and must follow off-hour policy stated below.
3. Only users with sufficient experience are allowed to operate instruments in the facility independently. Facility staff member will determine if the training of a potential user is adequate. All other users must be trained by facility staff member to operate the instruments by themselves. Users are not authorized to train fellow group members.
4. All workspaces must be returned to a neat and clean status prior to the user leaving that workspace.
5. If a user cannot resolve an issue relating to the laboratory in a professional, courteous and respectful manner that issue should be brought to the attention of the facility staff member for proper and expeditious resolution.
6. If you do not know how to do something, ask a facility staff member before proceeding. **DO NOT GUESS.**
7. Users and their supervisors must be responsible for the costs of repair the damage when it occurs as the result of improper use of the instruments. If in doubt about the condition of instruments please ask facility staff member.

### SAFETY

All established safety procedures must be followed.

1. No user or project is more important than the safety of other users or the facility staff. Ignorance of the rules, working under pressure, lack of common sense, language difficulties, carelessness, and haste are not adequate excuses for unsafe behavior. If you are tired or do not have time to perform your work correctly and safely, please leave and return later. Anyone found to be in violation of any safety rule or otherwise compromising his or her personal safety or the safety of the others will be denied access to the facility.

2. Each user must wear proper Personal Protective Equipment (PPE) when dealing with biological materials (e.g. materials derived from animal or human origin). Gowns, gloves, and closed toe footwear are mandatory for all users who need to deal with samples in the sorter room in the facility.
3. Users should point out rule violations or unsafe behavior immediately to the offenders, as well as to the facility staff member as soon as possible. Inappropriate reactions by individuals to such corrections should also be reported to facility staff member. The access of everyone to the facility depends on maintaining a safe working environment.

## **INSTRUMENTATION RESERVATION**

1. The instruments are reserved on a first come first serve basis, except for the priority use defined in Terms and Conditions of Use.
2. All booking and billing of the Epigenetics Core Instrumentation will be conducted through the **Badger** Lab Management System.

**IMPORTANT: ALL EQUIPMENT NEEDS TO BE RESERVED ON THE TIME TABLE REGARDLESS OF RESERVATION TYPE!!**

### **Reservation types:**

#### **The following instruments are charged at an hourly rate:**

- **BD AriaFusion**
- **Gilson PipetMax**

The minimal reservation time for BD AriaFusion is 30 minute with 30 minute addition:

The minimal reservation time for PipetMax is 30 minute with 30 minute addition:

Usage is billed based on reservation time or actual use time, whichever one is longer.

#### **The following instruments are charged at per sample rate:**

- **Agilent TapeStation 4200**
- **Sage Science PippinHT**
- **Agena MassArray System Epityper**
- **Fluidigm C1**
- **Fluidigm Biomark HD**

#### **The following instruments are charged with an annual fee and used by users at a first-come-first serve base:**

- **ThermoFisher Nanodrop One**
- **ThermoFisher Qubit 3.0**
- **Diagenode Bioruptor Pico Sonication System**

3. The same rule applies to off-hour reservation (see off-hour policy below).
4. Sessions can be extended if the following session is not reserved or in mutual agreement with the next user if necessary.
5. Reservation cancellation and change: Any changes to the reservation must be made 24 hours ahead of reserved session. The user will be charged for the scheduled time/number of samples if the user showed up more than 30 minute late. Charging for the session will start at the scheduled time. The user will be suspended or canceled if the user failed to show up three times.
6. Please remove your samples when you finished the experiment. Without the permission from facility staff, the user will be charged for the total time of samples staying in the instrument for the following instrument: AriaFusion and PipetMAX.
6. No right can be claimed by way of reservation. Facility staff member can always change reservation for emergency cases, for example, repair and maintenance of equipment. Facility staff member will notify users of reservation changes as early as possible.

### **OFF-HOUR POLICY**

Off-hour: Monday – Friday 6:00 pm - 9:00 am, all weekends, and all CUNY staff holidays. The Same reservation policy applies to off-hour reservation. An up-to-date list of CUNY staff holidays can be found at <http://www.cuny.edu/academics/calendars.html>

### **ACKNOWLEDGEMENTS**

If any data obtained at the Epigenetics Core Facility of CUNY Advanced Science Research Center are used in your manuscripts, meeting presentations, and proposals please acknowledge the Epigenetics Core Facility using the following format. If more than one facility has been used to obtain your data please acknowledge all.

**"The author(s) would like to acknowledge the Epigenetics Core Facility of CUNY Advanced Science Research Center for instrument use, scientific and technical assistance."**

*[Continued on next page]*

Users warrant that they have fully read and consent to the terms of this Agreement.

**USER:**

\_\_\_\_\_  
(Signature)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Principal Investigator:**

\_\_\_\_\_  
(Signature)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**\*Return a signed hard copy to the ASRC Neuroscience Initiative Facilities (4.325A) or a signed digital copy to Kevin Wang ([Kevin.Wang@asrc.cuny.edu](mailto:Kevin.Wang@asrc.cuny.edu)).**