

Policy for Use of the Sequencers

1. Faculty, staff and students who wish to use the Sequencers should contact facility manager, Amy Beaven (phone: 301-405-7238, email:abeaven@umd.edu) to schedule a training session. Each individual user must receive instruction before using any of the instruments located within the facility, regardless of whether there are already other users in the same laboratory.
2. The Sequencers are available to trained, eligible users. Those wishing to use the instruments must reserve a time slot using Oracle Calendar. When reserving time, users should provide contact information, including their name and phone number, as well as the number of scheduled runs and the total time to complete the runs. In periods of heavy usage, the instrument manager may impose restrictions on sign-up to ensure that all users have fair access to the instrument.
3. Access to the Sequencing Center, located in room 0107 of the Microbiology Building, is controlled with a card lock that grants access by reading the barcode of a university identification card. The lock allows entry at any time of the day, and maintains a record of all entries into the facility. The outer door of the facility should never be left open for any reason. Anyone requiring entry into this area should contact the facility manager for access. Users are responsible for the activities of anyone they provide with access to the facility.
4. Users who have reserved time on the Sequencers are responsible for reporting for their scheduled session.
 - a. Users who fail to report for reserved time will be charged at the regular rate.
 - b. On the second offense, users who fail to report for reserved time will be charged at the regular rate and will be required to take additional training before being authorized to use the Sequencers again.
 - c. On any subsequent offenses, users failing to report for reserved time will be subject to further penalties (potentially including permanent loss of access to the Sequencers) at the discretion of the facility manager.
5. The following rate schedule applies for the 2008/2009 Academic year:

Instrument	Users within College of Life Sciences	On-campus users not affiliated with the College	Users not affiliated with the campus
3730xl South DNA Analyzer	\$36.00/run	\$36.00/run	N/A
3100 West Genetic Analyzer	\$13.00/run	\$13.00/run	N/A
Roche Lightcycler 480	\$7.50/hr	\$10.50/hr	\$20.00/hr

6. Failure to follow training and standard procedures will be subject to penalty at the discretion of the facility manager. In general, users will be expected to cover the expenses incurred by any misuse of the Sequencers. However, if mistakes are made in good faith and reported promptly, these will be considered as mitigating factors.

7. Appeals to this policy are to be submitted in writing to the Director of the Facility (Dr. Delwiche, email: delwiche@umd.edu).