

## **University of California, Riverside**

### **Central Facility for Advanced Microscopy and Microanalysis (CFAMM)**

#### **Policies and Regulations**

CFAMM is a multi-user facility that provides services to UCR faculty, staff and students as well as to external users.

Instrumentation use and all services provided by CFAMM are subject to recharge fees.

#### **Access**

1. Access to CFAMM is granted by the facility manager.
2. Users can utilize CFAMM services only after an account has been created and approved in the online TRACS system. UCR faculty and PIs must establish an account in the online TRACS system by themselves. Users not affiliated with UCR must contact the facility manager to have a TRACS account created.
3. 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.
4. Users can get direct access to operate CFAMM instrumentation and equipment by themselves after going through the established training procedures. 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. UCR users are required to provide an active recharge account and authorized by the titular personal investigator (PI) of the account before services are rendered.
6. To gain access to CFAMM services external users need to provide billing street address, contact phone and fax numbers and a statement of acceptance of financial responsibility for the requested services based on the estimates provided by CFAMM staff. Advanced payment may be requested under certain circumstances.
7. Registered users are those who have an established account with CFAMM in the TRACS system, are authorized to use CFAMM instruments and equipment and have on file with CFAMM the user's registration form signed by them and the facility manager.
8. Registered users are required to complete UCR EH&S Lab Safety training before starting work.
9. Regular registered users have access to CFAMM during regular working hours and when staff personnel is present.
10. Registered un-restricted users can use CFAMM instruments and services at any time. Un-restricted access is granted upon the discretion of the facility manager only to established registered UCR users who have demonstrated competency in instrument operation and after presenting a financial responsibility, safety and liability form signed by the user and a sponsoring UCR PI.

#### **Scheduling, Reservation, and Recording**

1. All services and instruments are accessible by advanced appointment on first-come-first-serve basis.
2. Appointments are made by contacting the facility manager.
3. An online web-based reservation system should be used for scheduling by registered

users, who have the relevant access privileges.

4. Minimum reservation time on an electron microscope is 1 hour. There is no limit on the length of reservation.
5. Use all equipment and services must be recorded in the online TRACS system. Not recording a session within one hour of concluding the use is subject to \$80 penalty charge per incident.

### **Cancellation**

Cancellation of appointment less than 24 hours before the starting time is subject to penalty fee equivalent to 2 hours of the specific service rate.

### **Training**

1. Training is scheduled by the facility manager upon user's request placed through the TRACS system. Students, post-docs and staff need to have a sponsoring PI to request their training through the online TRACS system.
2. Training is provided on one-on-one basis.
3. Practical training on EM and ancillary equipment operation is scheduled only after the users have passed an assessment quiz based on the reading materials provided by CFAMM, which are introducing the prospective users to the method and the specific instrument operation.
4. Users are granted access to operate the instruments after successfully passing the established checkout procedures.

### **Data Storage**

Electronic user files and data stored on CFAMM computers are kept for a period of 48 hours from the date of creation. After expiration of this period all user files and data are deleted.

### **Problems**

1. Any problems, malfunction, damage, or substandard instrument performance should be reported immediately to the facility staff and recorded in the online TRACS logging system.
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. Electron microscope time is charged on actual usage time at increments of half an hour, with minimum charge equivalent to 1 hour use. Excessive and systematic overbooking of equipment may result in suspension of user privileges.

### **Payment**

1. Payments should be made in US dollars and are processed through the UCR business office. UCR users are charged through the UCR recharge system. External users can remit payments only by check payable to "UC Regents" or by purchase order.

2. Bills are submitted after services have been rendered except in case when advanced payment is specifically requested.