

LIC Agenda

August 28, 2014

Time 2:00

Attendance:

- 1) Sarah Trimpin has resigned from her position.
- 2) New instrumentation.
- 3) ILAB for October 1.
 - a. Discuss timeline and what might to expect.
- 4) Policies for LIC
 - a. Here are the policies I would like to discuss before positioning on the website and incorporating into each laboratory.

Standard LIC Policies:

- 1- Food and beverages are prohibited in the laboratories.
 - 2- Unsafe operation and unacceptable behavior are not permitted.
 - 3- Although visitors are welcomed, visitors (unauthorized individuals) must be accompanied by an authorized user and are not permitted to operate the NMR instruments. The adviser is responsible ultimately for the actions of both the visitor and user.
 - 4- Abusing the scheduling systems (walk up or Resource Scheduler) by not logging the proper time will not be permitted.
 - a. First offense – an email warning to the user and the advisor will be copied. Along with the unlogged hour fees, a 30 minute assistance fee will be invoiced to the adviser.
 - b. Second offense – an email will be sent to the user regarding instrument privileges that have been discontinued for two weeks. Along with the unlogged hour fees, a 60 minute assistance fee will be invoiced.
- 5) Training policy – flat fee.
Based on hour of initial training:
Basic Training
NMR - \$50
MS per instrument - \$100
SEM \$75
TEM \$100
PXDR \$100
Spectrophotometers \$50.00
- 6) Levels for each instrument and training fee.
 - 7) Once per month meeting: Third Wednesday?
 - 8) Present the skeleton for the annual report to the committee. (next meeting).