

## LIC Meeting Notes

August 28, 2014

Time 2:00

Attendance: Chuck Winter, Christine Chow, Stephanie Brock, Matt Allen, Judy Westrick, David Njus

- 1) Sarah Trimpin has resigned from her position.
- 2) New instrumentation.
  - a. *Discussion about the new MALDI TOF TOF and ICP MS took place. The advisory committee would like to see a policy on how new instruments are brought into use. They requested a timeline to be posted on the website. Timeline will include purchasing, arrival date, manager training, student training, and user accessibility. The timeline should be updated.*
  - b. *Discussion about the NSF:MRI PXDR post a timeline.*
- 3) ILAB for October 1.
  - a. *Discuss timeline and what might to expect. (Dec 1, 2014)*
  - b. *October 1 is not realistic.*
- 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 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. Safety glasses are required in the laboratories.

*Policies were supported.*

- 5) Training policy – flat fee (more discussion needed)  
Based on hour of initial training:  
Basic Training  
NMR - \$50  
MS \$100.00 *per instrument*

SEM \$75

TEM \$100

PXDR \$100 *Committee suggested \$25? This was discussed with the manager, again. Phil has documented 1.5 hr of his time, his recommendation is \$50.*

- 6) Levels for each instrument and training fee. *Currently, this is being discussed by the NMR committee.*
- 7) Once per month meeting: *Meetings will be at 1:00 pm the 3<sup>rd</sup> Wednesday of every month.*
- 8) Present the skeleton for the annual report to the committee. *(Annual Report Skeleton)*

Other discussion points:

- 1) A request was made to expand 3<sup>rd</sup> floor instrumentation onto ILAB, however not be part of the LIC. Judy mentioned that the Biochemistry needs to approach OVPR about ILAB for a non-Core identity. Since LIC is not responsible for the 3<sup>rd</sup> floor instrumentation, LIC cannot be responsible for invoicing of the instrumentation.