

# RIC USER AGREEMENT

The Research Instrumentation Center (RIC) is a collection of shared use instrumentation and equipment made available to the broader community by the Department of Chemistry at Purdue University. In order to minimize the center's operating costs, as well as maximize the availability and performance of the center's resources, we require that all users and principal investigators agree to the terms of this agreement. Users who fail to abide by the terms of the agreement may be denied access to specific resources within RIC or banned from RIC entirely. Additionally, RIC may pursue monetary compensation from the principal investigator and/or their supporting department, center, or other organization for any damage to RIC property resulting from abuse or neglect on the part of users.

## Access Policies

1. Users must obtain permission from RIC staff prior to accessing any lab space. Nobody may enter a RIC lab using another person's credentials. Anyone found to be providing access to unauthorized people will have their access revoked.
2. For any person who does not have a key to the BRWN building, RIC access is limited to the dates and times during which the BRWN building is unlocked.

## Equipment Usage Policies

1. Users may not attempt to operate a piece of equipment without first being formally trained by a RIC staff member. Training from another user is not sufficient.
2. Users agree to use equipment only for purposes and procedures covered during their training. Additional training is available if a user's needs change.
3. Anyone who intentionally subverts the usage tracking system (e.g. iLab) for the purpose of concealing their activity or to avoid being billed will be banned from RIC.
4. RIC is not a GLP/GMP facility. Data acquired using RIC resources, including data acquired by RIC staff, should NOT be used for legal, regulatory, or clinical purposes.

## General Lab Policies

1. RIC labs must be kept clean and orderly. Users may not leave or store anything in RIC labs. Hazardous waste, including samples, must be removed by the user and disposed of elsewhere.
2. Supplies found in RIC labs including, but not limited to: chemicals, liquid nitrogen, pipettes, gloves, kimwipes, and other consumables are for RIC use only and should not be removed from the lab.
3. RIC computers are to be used only for operating equipment and analyzing or transferring data.
4. RIC does not provide data storage. Data may be deleted from RIC computers at any time without notice. It is the user's responsibility to transfer data off RIC resources for safekeeping.

## Abuse and Neglect Policy

1. Abuse includes intentionally causing damage or engaging in actions that a reasonable person would recognize as likely to be harmful. Abuse includes, but is not limited to, actions that directly contradict or are specifically prohibited by the training documents. Users should not attempt to resolve any problems that they have not been specifically trained to address. Notify RIC staff of the problem instead.
2. Neglect includes failure to recognize problems or take reasonable steps to mitigate damage once a problem has been recognized. If you notice a problem, all you have to do in most circumstances is notify a RIC staff member.
3. We know that equipment breaks and most of the time nobody is to blame. We also recognize that many RIC users are not experts and make mistakes occasionally. However, users who abuse or neglect RIC property will be banned, and RIC may seek financial compensation from the user's principal investigator and/or their supporting department or organization.

**The following people have read and understand the RIC User Agreement:**

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User (please print)

\_\_\_\_\_  
Principal Investigator (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

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Date

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Date

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Affiliation

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