

The Analytical and Biological Mass Spectrometry (ABMS) Core Facility provides technical service to and collaborative research with investigators of the UArizona research community and a number of both academic and for-profit external researchers. We strongly encourage all the ABMS Core Facility users to read the following policies carefully before they submit samples.

Policy: User Samples:

Users are required to complete an online sample submission form in iLab and send samples after they approve the iLab quote provided by the ABMS Core Facility staff. Users should choose the two options of sample returning. If YES, the ABMS core facility will contact users to fetch all the unused samples upon completion of analysis. If NO, all samples enter the disposal queue automatically. ABMS Core Facility will dispose of all the samples in the disposal queue on the last workday of each month. A notice will send to users via e-mail 5 days before the disposal.

Policy: User Data:

ABMS Core Facility will share the raw data with users via UArizona BOX or iLab upon completion. Please download and back up your data ASAP. ABMS Core Facility is not responsible for any data over three months. Users can contact ABMS for longer data storage services with an additional fee.

Policy: Self-Usage of ABMS Instruments:

Users are responsible for bringing their consumables, solvents, columns, and accessories. Users are also required to order their own N₂ Dewar if they reserve the instrument for more than 5 hours continuously. Please remove your supplies such as columns, pre-filters, and samples promptly when you are finished or else they may be discarded at random. ABMS Core Facility is not responsible for backing up your data or method files. You should always back up your data and method files to a removable flash disk on an external hard drive on a regular basis. Before running a sequence, please verify your method details to make sure nothing has been changed, and we strongly recommend reviewing the data of the first couple of samples and then periodically in real-time to ensure the system is performing correctly. Users will be charged for all the instrument time if they encounter any issues caused by user errors. Users are encouraged to run a known test sample to verify system performance before beginning their work for the day.

Policy: Confidentiality:

All data generated through ABMS services will be shared with only the researchers involved in the project. The data will not be presented without permission from the researchers.

Policy: Conflict Resolution:

If a Core Facility user has an issue with ABMS, the problem will first go to the Director and ABMS Personnel to be resolved. If the user experiences any problems with the instruments or the sample database or the instrument scheduling calendars, he/she should notify ABMS personnel who will then repair the instrument/database/calendar so that it can be used or, if the problem requires

considerable time to fix, manually log in the sample or instrument time for the user. If payment issues, authorship issues, service quality, or conflict of interest issues arise, the problem will first go to the Core Director to be resolved following Core Facility policies.

Policy: Prioritization of Work:

Preference is given to BIO5/UArisona samples and then on a first-come, first-served basis.

Policy: Publication:

Any work performed in or by the ABMS, regardless of payment procured, must be credited to the ABMS. If the facility provided training on instruments or short analyses, then the ABMS Facility should be credited in the acknowledgment section of the publication. If significant work done by ABMS personnel and contributed to a publication, such as the development of new analytical methods or significant, intellectual contributions by ABMS becomes necessary for the design of the experiments or the generation and/or evaluation of the data then the ABMS personnel on the project should be included in the authorship.

Appropriate acknowledgment of the funding source, such as a grant number, of an instrument used in the published research is required.