# UWM-Small Businesses Collaboratory OptiMiS Imaging Facility

Reservation, Use& Billing Policies Effective April 24, 2015

(Updated June 25, 2020)

## Facility Use / Reservation Policy:

1. Facility must be reserved in advance by contacting one of the following people:

1st contact: Dr. Michael Stoneman. 414-229-6163 or stonema@uwm.edu.

2nd contact: Dr. Gabby Biener. 414-229-4966 or biener@uwm.edu.

3rd contact: Dammar Badu. 414-229-4693 or dnbadu@uwm.edu

1. A minimum of 1 hour will be charged with half-hour increments thereafter.
2. The maximum reservation should not exceed, without written pre-approval, 10 hours within a 24-hour period. The maximum consecutive number of days that the microscope can be reserved is 3 days, except in special circumstances with prior approval from Prof. Valerica Raicu.
3. The microscope will be turned on, warmed up, calibrated and ready for use prior to the scheduled time, provided that 24-hour notice is given. This takes 1 to 1 1/2 hour.
4. The user must sign in and out on the user registry located in the facility.
5. Any use of additional equipment that can be provided by the facility (e.g., portable incubator, stage heather, syringe pump, optical table space, etc.) will need prior approval from Prof. Valerica Raicu and may result in additional fees.
6. The user is expected to report any equipment malfunction immediately to the personnel listed above. The user may not troubleshoot the microscope himself/herself or open up and or detach or disassemble any enclosure or optical and mechanical component.
7. The user is expected to clean up any reagents, dishes, microscope slides, or any other equipment used by the user at the conclusion of the reservation time, leaving the facility in the same condition in which he/she found it. Failure to do so may result in additional fees charged to the user account and may affect future eligibility to use the facility
8. The user shall not, without prior written consent of UWM, cause or permit, knowingly or unknowingly, any Hazardous Material(s) to be brought or remain upon, kept, used, discharged, leaked, or emitted in or about, or treated at, in or upon the facilities. Hazardous materials not allowed in this facility include:

Biological Hazards above Risk Group 1 (<http://www4.uwm.edu/usa/safety/bio/chapter_1.cfm>)

Chemical Hazards such as Reactives (<http://www4.uwm.edu/usa/safety/chem/reactive.cfm>), Poisons with Inhalation Hazards, Heavy Metals, Mercury, and Chemicals on the Homeland Security Chemical Facility Anti-Terrorism Standards (“CFATS”) list (<http://www4.uwm.edu/usa/safety/chem/cfats.cfm>).

Radioactive Hazards

1. User shall be responsible for the lawful and offsite disposal of any laboratory materials, wastes or equipment used by user at the facility.
2. No food or beverage shall be allowed inside the facility.
3. User must wear proper shoes. Sandals or any open pair of shoes prohibited inside the facility.
4. In case of injury please call 9-911 and immediately notify the personnel listed above.
5. No chairs are allowed in the facility apart from the stools provided.
6. Data acquired in the facility must be copied within 5 days. Network-attached storage space is provided for that purpose. The user is responsible for copying the data from the imaging computer to the network-attached storage. Data on the imaging computer will be automatically deleted within 2 days. Once transferred to the NAS, the data can be accessed remotely. The user is also responsible to delete any data from the network attached storage. Failure to delete the data from NAS after the five allotted days will result in storage fees, and all data will be deleted after two weeks unless requested otherwise in writing. Such storage will result in additional storage fees. Neither the university nor any of its agents shall be liable for the corruption, loss, or destruction of any data however caused.
7. All users shall be responsible for any damage to equipment or the facility resulting from negligence or misuse.
8. A certificate of insurance will be provided upon request should one not already be on file from the user’s institution/company.

## Facility Reservation Change/Cancellation Policy:

1. Reservations must be cancelled, by email, a minimum of 24 hours in advance (i.e., 24 hours before the time of the scheduled experiment). Reservations cancelled less than 24 hours prior to experiment will incur a fee equivalent to 25% of the total scheduled time or one hour, whichever is greater.

## Facility Billing Policy:

1. All users must have completed a training session before the first time use of the facility or if more than two years have passed since the last facility use. The cost of the training is $200 for a 2 to 3-hour session, as deemed appropriate by the facility staff.
2. Prior to reserving facility time, all users must complete and submit a billing authorization form. Return the form to Joan Baumgart or Loryn Zachariasen prior to making your reservation.
3. Rates for lab/microscope use are as follows:

|  |  |
| --- | --- |
| **User Class** | **Rate (one hour minimum)** |
| UWM-College of L&S User | $25/hour |
| UWM-non L&S User | $40/hour |
| External academic/non-profit users | $60/hour |
| For-Profit entities | $150/hour |
| **Imaging, data analysis and technical assistance are available on an hourly basis.** | **Please contact Prof. Valerica Raicu (****vraicu@uwm.edu****) for rates.** |
| **Data Storage fees** | **$1/day/100 GB (Initial 5 days are free)** |

Users have the option to purchase a membership in the UWM-Small Businesses Collaboratory in which includes 10 hours of instrument use (including warmup time) for both academic and corporate members. Please contact Dr. Raicu (vraicu@uwm.edu) to discuss membership.

Membership information is also available on the [Membership](http://www4.uwm.edu/collaboratory/membership.cfm) tab on the UWM-Small Businesses Collaboratory webpage.

1. Users will be invoiced for:
	1. Actual facility usage, in increments of ½ hour, rounded to the nearest hour. The minimum charge is 1 hour.
	2. **Excess reserved time not used, not cancelled**. Excess reserved time will be billed at 50% of the unused time. For example, a user reserves the microscope for 8 hours, but only actually uses the microscope for 2 hours. The user neglects to notify the facility contact persons of an early session completion. The 6 hours of excess reserved time would be billed at 50% (3 hours) at the user’s normal rate.
	3. Clean up: failure to clean up after usage shall result in a clean-up fee equal to the actual time required for cleaning at the user’s normal rate.
	4. Additional services as requested by the user will need preapproval by Prof. Valerica Raicu. The user is solely responsible for any equipment brought into the facility by the user.
	5. Data storage (see Facility Use/Reservation Policy above, section 15).
2. This policy is subject to change with 30 day notice.

On behalf of the UWM-SBC and all of my colleagues, I thank you for your cooperation, and I am looking forward to working with you,

Valerica Raicu, PhD

Physics Professor and Director, UWM-Small Businesses Collaboratory

User/User Supervisor:

I hereby acknowledge that I have read, understood and agree, on behalf of both myself and members of my laboratory, to abide by the policies described above and that I will pay any fees within 30 days from the date of the invoice,

User Name Signature Date

Supervisor Name Signature Date