

Code of conduct (for equipment users in MBB)

Welcome to the Molecular Biology and Biochemistry (MBB) department at Simon Fraser University. For some of you this will be brief stop in your career, for others, a much longer time. This code of conduct is meant to define what you should expect of me, Neil Dobson (MBB Equipment Technician) and what responsibilities are expected of you when you use MBB equipment.

1. You have the right to become trained on any of the departmental equipment that you need to use for your research. Some training is covered in the orientation that you are required to take, but here is a list of equipment for which you require additional training:

Avanti J-20XP in (SSB 6124)

AvantiJ-26XP in (SSB7167)

Ultracentrifuge Max/benchttop in (SSB7167)

Ultracentrifuge L-90K (SSB7167)

Carey UV/Vis in (SSB 6130)

Carey Fluorimeter in (SSB 6130)

Nanodrop 1100 (UV) in (SSB6130)

Nanodrop 3300 (Fluor) in (SSB 6130)

SpectraMax M5 Platereader in (SSB 6130)

STEP one RT-PCR in (SSB 6130)

JASCO J-810 CD Spec in (SSB 6130)

Agilent Bioanalyzer

In addition, use of the MBB/SFU light microscopes, FACS Aria cell sorter, or Illumina MySeq DNA sequencer require training by Microscopy technician Tim Heslip (trh2@sfu.ca; SSB 7145; 26807).

2. You have a right to expect that all equipment that you are planning to utilize is clean and in good working order before you start using it. If it is temporarily out of order, there will be a clearly placed sign documenting that: the instrument is out of order and, that a service call has been initiated (If the instrument warrants it). An estimate of how long it will take to fix may be provided.
3. You have a right to expect that if I plan to shut an instrument down for preventive maintenance that I will give 48 hours notice, unless it is unscheduled.

In return I expect:

1. That all shared workspaces/instruments are left clean and tidy after you have finished with them. This should insure that when you have booked a machine for your work, you will not be delayed by tidying up after the last user. But you should allow time to clean up after your work is completed.
2. If you notice that an instrument you are using is doing something unexpected you should immediately abort your work and inform me of the problem. Also if you notice that the machine looks/sounds different than the previous time you used it then please put a temporary out of order sign on it and again call me (This is especially important for rotors as a small dent in a rotor can cause it to become off balance and cause >\$10-15,000 of damage to the centrifuge)

My contact details are: Internal: X2-3021, email: nda15@sfu.ca, emergency out of office: 604-475-1050 or 778-231-6610. If I cannot be contacted, report problems to Christine in the MBB office (mbbmas@sfu.ca).

3. You have a responsibility to make sure that you are trained on the proper use of any unfamiliar equipment whether it is owned by the department in shared space, or controlled by your supervisor. You must see me for training before use of departmental equipment. If you think you already know how to use it then I will interview you about the instrument and provide operational guidelines. It is not enough to say that a colleague in your lab trained you. I need to verify that you are a qualified user or arrange to provide training.

Disciplinary action for violations of this code

This code of conduct has been developed by me and MBB faculty after consideration about how to maintain the equipment and facilities on which our research depends. Sadly, we have observed some abuses, sometimes repeatedly by the same individual. While I am reluctant to impose sanctions that may impede your research, failure to follow the rules and work conscientiously can have serious consequences for other workers who depend on the facilities. Thus, we have developed this escalating disciplinary process for those who violate this code of conduct:

1. A verbal or email message from me explaining what you did wrong and what you should do in future.
2. A second warning from me, notifying you that any further infraction will result in your supervisor being notified.
3. Your PI will be notified and you may be banned from using the equipment for 1 week.
4. A more extended banishment from use of some or all departmental equipment will be imposed for repeat or grievously irresponsible offenders. Supervisors are responsible for damages to departmental equipment by negligent or unqualified users

These disciplinary notes will remain on record in the MBB office for a semester. They will then be expunged.

This code of conduct is based on the principle that collaboration, considerate interaction, and informed and responsible use of equipment are essential skills in the scientific workplace. Fostering those skills, as well as mastery of the use of equipment, is part of the educational purpose of MBB that I am trying to foster.

I, _____, by signing this document show that I understand the above document and agree with its provisions,

Student Signature

Name (print)

Date

PI Signature:

MBB equipment technician signature:

Date: _____