

# F I L T E R



## Fipke Laboratory for Trace Element Research

University of British Columbia Okanagan  
3247 University Way, Kelowna, BC Canada, V1V 1V7

### FiLTER Facility Use Authorization

The following user is authorized on my behalf to book the use of instruments at the FiLTER facility, to participate in sample preparation (if necessary) and carryout required analysis.

User's Name: .....

User's Group : Student/PDF/Staff..... Student/Staff Number : .....

Program : ..... Department : .....

User's Email : ..... User's Phone No. : .....

Authorization for (please indicate instrumentation being authorized)

SEM                  EMP                  ICP-OES                  ICP-MS                  ICP-MS+Laser

Full "Workday" billing information is required for all FiLTER authorizations.

Supervisor's Name : .....

Cost Centre : ..... Fund : ..... Program : .....

Project/Grant : ..... Speed Chart : .....

Authorization Effective Until : .....

Signature : ..... Date : .....

#### **Please notY the following policies:**

1. All users must have current UBCO WHIMIS certification and active Novell account.
2. Billing time includes instrument setup and routine optimization. It is the responsibility of the user to ensure that the type of analysis and instrument operating conditions have been established/emailed in advance and that samples are properly prepared for analysis.
3. All booked instrument time will be charged to the supervisor unless a full 48hours notice of cancellation is received by the lab manager.
4. Damage to the facility and instruments incurred by the user will be the responsibility of the supervisor.
5. Authorization will be valid for 1 (one) year if the "Effective Until" date is not provided.

Please refer to the documents "FiLTER Facility Policies and Procedures" available on our website [www.filterubco.ca](http://www.filterubco.ca) for full rules of usage and safety protocols of the FiLTER Facility.

**Authorship agreement:**

The Fipke Laboratory for Trace Element Research (FiLTER) is a UBC core analytical facility that provides access to cutting edge instrumentation and expertise in various fields of analytical research. These authorship guidelines have been developed to:

1. Define the contributions to academic work that warrant recognition in the form of authorship on publications resulting from work undertaken in the FiLTER facility and,
2. Differentiate the above from contributions that do not meet authorship criteria

**The authorship criteria currently employed at FiLTER defines an author as someone who has:**

1. Made substantial intellectual contributions to one or more of the following:
  - a. Conception and design (e.g., formulation of hypotheses, development of study objectives, definition of experimental, statistical, modeling, and analytical approaches)
  - b. Acquisition of data and modeling (e.g., non-routine work, such as adapting or developing new techniques, equipment, methods or significant modification to existing methods essential to the research, theoretical calculations and development and application of modeling specific to the research)
  - c. Analysis and interpretation of data
2. Been involved in the writing or critical revision of the product to provide critical intellectual content
3. Read and given approval of the final product being submitted for clearance and any subsequent revisions following requested revisions by editors and reviewers

Authorship is required when a member of FiLTER has met a minimum of criterion 1 or 2.

**Contributions that do not meet authorship criteria:**

Authorship should not be provided when the above outlined criteria have not been met. For example, the provision of routine technical support that follows the specific instructions of the research plan or standard operating procedure. In such cases, acknowledgement of the use of the FiLTER facility is still expected in the published work.

Please contact a member of the lab for detailed discussion if any of the above is unclear.

By signing below, you hereby acknowledge that you have read, understood, and agree to the above authorship agreement.

Signature(s) \_\_\_\_\_

Date \_\_\_\_\_

Name(s) (Print) \_\_\_\_\_