



Fipke Laboratory for Trace Element Research

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

FiLTER Facility User Agreement

The “User” agrees to follow this agreement to use the instruments at the FiLTER facility and to participate in sample preparation (if necessary) and carry out required analysis.

User’s Name:

Affiliation (Company):

User’s Address:

User’s Email: **User’s Phone No.:**

Please indicate instrumentation/lab being used -

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

Sample preparation - Clean Lab **Dirty Lab** **Other -**

Date/s:.....

User policies:

1. The User agrees to abide by all facility safety protocols and policies.
2. The User agrees to pay lab services fees (if any) for use of the lab and the instruments.
3. Billing time includes instrument setup and optimization routine. 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.
4. The User will be charged for any cost made to the Lab during {his/her} occupation, including set-up, cleaning, maintenance, repair and disposal of waste or chemicals. The User will be held responsible for any penalties, damages to the facility and instruments or theft incurred while using the Lab.
5. The User understands that work in this laboratory can result in exposure to dangerous chemicals. The User agrees that {he/she} and all affiliates will wear proper safety gear at all times, including protective eyewear and gloves.
6. The User agrees to indemnify and hold harmless the Institution and all of {his/her} affiliates, employees and representatives for any loss, injury, damage or theft that occurs at the Lab.
7. The User agrees to abide by all local, state and federal laws while using the Lab.
8. Should the User violate the terms and conditions of the use of the Lab, {he/she} is subject to immediate eviction of the Lab and dissolution of this contract.

Please refer to the documents “FiLTER Facility Policies and Procedures” available on our website www.filterubco.ca for full rules of usage and safety protocols of the FiLTER Facility.

Signature : **Date :**

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.

Signatures _____

Date _____

Names (Print) _____