

# CENTER FOR MOLECULAR TOXICOLOGY

## *Policies and Procedures*

### **RI-INBRE Centralized Research Core Facility**

The Centralized Research Core Facility (CRCF), established through a grant from the National Institutes of Health, was inaugurated by the Governor in July 2003. This facility continues to be supported through the Rhode Island IDeA Network of Biomedical Research Excellence (RI-INBRE) grant and by all six institutions that participate in the Network (i.e., University of Rhode Island, Brown University, Rhode Island College, Providence College, Roger Williams University, and Salve Regina University). Trained staff manages the CRCF and are available to assist the users with the operation of various instruments. The CRCF is open to the RI-INBRE participants as well as other scientists affiliated with the colleges and universities throughout the State. Access to corporate clients can also be arranged. A committee of RI-INBRE Core Coordinators, chaired by the Program Director, sets policies and procedures for the safe and equitable use of the CRCF. Matters requiring broader discussion are brought to the RI-INBRE Steering Committee. This policy document has been approved by the Steering Committee.

#### **Location & Contact Information:**

Room 222, Fogarty Hall  
Center for Molecular Toxicology  
College of Pharmacy  
University of Rhode Island  
41 Lower College Road  
Kingston, RI 02881  
Tel: (401) 874-5731  
Fax: (401) 874-2646  
[www.uri.edu/inbre/core\\_facility](http://www.uri.edu/inbre/core_facility)

#### **Staff:**

Manager: Aftab Ahmed, Ph.D. ([aahmed@uri.edu](mailto:aahmed@uri.edu))  
Research Associate: Nathan Nous, B.S. ([inbrelab@etal.uri.edu](mailto:inbrelab@etal.uri.edu))

### **Responsibilities of the Staff:**

The staff will provide input to the RI-INBRE administration on latest equipment and software available to enhance the CRCF operations. In addition, they will oversee daily operation of the CRCF, including:

- Schedule equipment usage
- Monitor proper operation of the equipment
- Troubleshoot equipment problems and arrange repair service
- Assure compliance with applicable safety regulations
- Train new users of an equipment
- Provide general consultation and assist in data analysis
- Analyze samples, if required

### **CRCF Users**

There are three types of users of the CRCF: RI-INBRE participants, Non-INBRE investigators, and corporate users. The general policies are the same for all users, except that corporate users and those who opt not to acknowledge the INBRE grant support in their presentations and publications will be assessed user fees. Priority in scheduling equipment usage will be given to the RI-INBRE participants. If required, confidentiality agreements may be signed with the corporate users.

### **User Fees**

The CRCF equipment and services are available free of charge to investigators from the RI-INBRE participating institutions. Investigators from the other institutions, those investigators who opt not to acknowledge the INBRE grant, and corporate users will be granted access to CRCF upon prepaying user fees. If required, invoices may be issued.

### **Access to CRCF**

Investigators from all RI-INBRE participating institutions have free access to the equipment and services offered by the CRCF. All first-time users are required to fill out a registration form. The Facility is open during the normal business hours. After-hour access can be granted either through the University of Rhode Island I.D. card or through a password. The investigators must authorize the CRCF access for their laboratory personnel prior to submitting the registration form. Summer undergraduate students will generally not have after-hour access without supervision by a trained individual from the same laboratory.

### **Equipment Training**

All first-time users of equipment must obtain training from the CRCF staff on how to properly operate the equipment. Workshops and seminars on various technologies available in the CRCF will be arranged periodically for the benefit of the user. Due to limited space, the workshops will be limited to registered participants. Based on the perceived need, the workshops may be repeated.

## **Scheduling Usage of Equipment**

Users can check availability and schedule time for equipment by accessing the online reservation system at the CRCF website ([www.uri.edu/inbre/corelab/equipment/index.shtml](http://www.uri.edu/inbre/corelab/equipment/index.shtml)). Scheduling of equipment by the registered users is on a first-come first served basis. In special situations the Manager may change the priority upon receiving appropriate justification from an investigator. Any scheduling that involves assistance from the Core Facility personnel remains tentative until approved by the staff. The goal of the CRCF is to make the equipment available to as many users as possible. Thus, the users are encouraged to make reasonable time estimates when scheduling time for the equipment. Unless there is very low demand for the equipment time by the other users, scheduling of equipment for more than three consecutive days is not allowed. Further assistance and information can be obtained by telephone or by e-mail to the Manager. All users are requested to report any problems with the equipment to the staff.

## **Use of Computers & Color Printer**

All equipment in the CRCF is linked to the computers and has access to a color laser printer. Using these computers for purposes other than operating the equipment or data collection is not allowed. The users are responsible for saving their data and timely transfer of the data to their CD, Zip disks or USB drive. A stand alone computer is available for internet access to perform literature searches. Use of CRCF computers and printer may be monitored and personal usage such as printing copies of thesis and dissertation is strictly prohibited.

## **Consumable Supplies:**

The CRCF only provides access to the equipment and any needed assistance. It does not provide consumable supplies. Supplies such as: solvents, other chemicals, reagents, standards, SELDI chips, microarray slides, culture flasks, media, filters, chromatographic columns, pipettes, tips, tissue paper, etc. are the responsibility of the users. If it becomes necessary to borrow supplies from the staff, these must be replaced within a reasonable time.

## **Acknowledgement of BRIN/INBRE Grant Support:**

All non-paying users of the CRCF must acknowledge the INBRE grant support as outlined on the RI-INBRE website: [www.uri.edu/inbre/](http://www.uri.edu/inbre/).

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## *User Registration Form*

### RI-INBRE Centralized Research Core Facility

Room 222, College of Pharmacy, University of Rhode Island, Kingston, RI 02881

Tel: (401) 874-5731

[www.uri.edu/inbre/core\\_facility](http://www.uri.edu/inbre/core_facility)

Principal Investigator Name: \_\_\_\_\_

Department & Institution/Corporation: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

#### **Status:**

INBRE Participant: \_\_\_\_\_ Non-INBRE, but from a Network Institution: \_\_\_\_\_

Non-Network Institution \_\_\_\_\_ Corporate \_\_\_\_\_

**If you are authorizing your lab personnel to use the Core Facility, please fill out a separate sheet for each individual.**

Name: \_\_\_\_\_

Status: Postdoctoral Fellow \_\_\_\_\_ Technician \_\_\_\_\_

Graduate Student \_\_\_\_\_ Undergraduate Student \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

#### **Please check equipment to be used:**

----- HPLC ----- FPLC

----- Typhoon Imager ----- IR Imager

----- LC/MS ----- ICP-MS

----- Luminescence Spectrometer ----- FTIR Spectrometer

----- UV/VIS Spectrophotometer ----- NanoDrop UV/VIS Spectrometer

----- Microplate Reader ----- CD Spectropolarimeter

----- Gamma Counter ----- Liquid Scintillation Counter

----- Tissue Culture Facility ----- Centrifuge Facility

----- Microscope Facility ----- Histology Facility

----- 2D Gel System ----- Xcise Robot System for 2DE

----- SELDI-TOF ProteinChip System ----- DNA Microarray

----- Cell Sorter (FACS) ----- Autoclave

*While paid users are not required to acknowledge the INBRE grant, those who are granted access to the Facility free of charge must agree to acknowledge the INBRE grant(see: [www.uri.edu/inbre](http://www.uri.edu/inbre) for suggested style) in all presentations and publications resulting from the use of the RI-INBRE Core Facility.*

Date: \_\_\_\_\_ Signature: \_\_\_\_\_