

## **Rental Time Policy**

### **Basis for Policy**

The Mass Spectrometry and Proteomics Core Facility (MSPCF) utilizes the RSS system for scheduling and billing where principal investigators can gain independent access to equipment, providing support for their research efforts (equipment being defined as mass spectrometers, auto digesters, HPLC's etc). To help monitor and control this equipment for the protection of researcher's data and the equipment itself, a definition of rental time is needed.

### **Specifics of Rental Time Policy**

1. All instruments will have a standard configuration. Any change to that configuration takes up rental time to switch back and forth, which will be charged to the investigator in question as a set-up fee. That investigator will also be charged for any core facility member's time needed to make that change.
2. A standard configuration for LTQ OrbiTRAP, QTrap 5500, and TripleTOF 5600 mass spectrometers is defined as nano-LC attached to continuous flow emitter for nano electrospray source applications (this does not include microionspray applications, direct infusion or any other ion sources). There is no set-up charge for ABI 4800 MALDI-TOF/TOF.
4. For all users of LTQ OrbiTRAP, QTrap 5500, and TripleTOF 5600 mass spectrometers, at the end of each batch, a water sample must be run to show the system is free of contamination and a bovine serum albumin digest (provided by MSPCF) must be run as a quality control of the instrument. This is investigator's responsibility.
5. If an investigator and/or those in their supervision cause the need for troubleshooting on an instrument, that instrument time and the MSPCF personnel time will be charged to that investigator.
6. Any investigator renting an instrument who has concerns about electrospray stability (or spray quality), should report this concern to MSPCF personnel. MSPCF will stabilize the spray if needed, and the time it takes will not be charged. If configuration is changed by a user, the stability of spray is the user's responsibility.
7. MSPCF personnel will make all decisions regarding exceptions to this policy, including method development (please see Method Development Policy).

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