

Sydney Analytical Conditions of Service

Charges. This section details the charges and payment. Charges are available on our website <https://sydney.edu.au/sydney-analytical>

- a) I acknowledge that access to Sydney Analytical operates on a user pays system. I have viewed and understand the facility charge structure and agree to pay all invoices.
- b) I understand that application of any cap on fees will be at the discretion of the Facility Director.
- c) If instruments and/or accessories are broken due to incorrect or negligent use by me or anyone under my supervision, I acknowledge that damages will be paid to an amount specified by the Director of Sydney Analytical.

Safety. This section details the safety rules by which your access to Sydney Analytical is governed. Failure to adhere to these conditions may result in loss of access to Sydney Analytical facilities.

- d) I agree to work only in spaces I have been inducted into and abide by all relevant safety rules. I will comply with any restrictions or conditions on access as discussed in the induction or subsequently notified to me.
- e) If I work in Sydney Analytical laboratories I agree to read all safety information provided and follow Safe Work Procedures for all equipment I use. I will only use equipment or accessories that I have been trained on and am authorised to use.
- f) I will not carry out any work in Sydney Analytical laboratories, or bring in any samples, unless described in a risk assessment, including disposal and transport procedures, that has been approved by Sydney Analytical Staff. I will renew my risk assessment(s) each year or when otherwise requested by Sydney Analytical staff.
- g) Any samples or materials supplied to Sydney Analytical staff will be fully described

in a Sample Submission Form submitted to staff, including any risks known to me. I agree to assess the risks associated with these samples and will notify Sydney Analytical staff if the risks change.

Acknowledgement & publications. This section covers acknowledgement of facilities, staff and funding. Sample statements are available on our web site, and information on equipment grants are available on Canvas. This section does *not* apply to work carried out under a Testing Agreement or Facility Access Agreement and charged at commercial rates.

h) I agree to ensure that all publications that use data generated, materials synthesised or samples prepared by or for me at Sydney Analytical will include an appropriate acknowledgement. Scientific and technical assistance from staff will be acknowledged where relevant.

i) I agree that if Sydney Analytical Staff members make significant contributions to the research undertaken or analysis of the results, such that their contributions are appropriate for co-authorship under the University's Research Code of Conduct, they should be invited as co-authors to all publications proceeding from the work.

j) I agree to acknowledge, where appropriate, grants for equipment used in experiments.

The Research Code of Conduct is available here:

<https://www.sydney.edu.au/policies/showdoc.aspx?recnum=PDOC2013/321>

Samples and data.

k) I understand that, unless specific arrangements have been made with Sydney Analytical staff, staff are not expected to retain any materials left by me in Sydney Analytical areas. Samples that are incorrectly stored, incorrectly labelled or left at the end of a session without prior arrangement may be disposed of without notice.

l) Archiving of all generated data is the responsibility of the user. Sydney Analytical

will endeavour to provide reasonable data storage but long-term storage and retrieval is not guaranteed.

Commercial work.

m) If any work using Sydney Analytical equipment or using materials prepared by Sydney Analytical staff is funded by a commercial or private partner, I will consult with the Academic Director or Facility Manager as to whether commercial rates apply.