



HMSTRUST ANALYTICAL LABORATORY USER POLICY

HMST-SOP-0002-V4

DOCUMENT AUTHORISATION		Date of Next Review: 28/07/2025	
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1 INTRODUCTION

The HMSTrust Analytical Laboratory is a centralised core facility located at Monash Institute of Pharmaceutical Sciences (MIPS) in Parkville, Victoria. It specialises in chemical and physical materials characterisation, overseen by experienced analytical scientists.

The HMSTrust Analytical Laboratory is open access, with equipment made available to all MIPS and Monash staff, external academic and not-for-profit institutions, and commercial entities.

1.1 Purpose

The purpose of this procedure is to outline the HMSTrust Analytical Laboratory policy for facility users.

1.2 Scope

This SOP applies to user access and use of the HMSTrust Analytical Laboratory facility.

1.3 Competency

Staff and users must have the necessary level of knowledge, through training and experience, to ensure that the procedure can be followed as described herein.

2 RESPONSIBILITIES

2.1 Platform Manager

The Platform Manager or nominated delegate is responsible for implementing and maintaining this SOP, and ensuring users are familiar with the contents of this procedure.

2.2 Platform Staff

It is the responsibility of platform staff members to ensure that platform users are familiar with the contents of this procedure.

2.3 Other (Platform Users, Visitors etc)

It is the responsibility of all platform users to ensure that they are familiar with, and will follow, the procedures described herein.

3 DEFINITIONS

Key Word/Abbreviation	Definition
iLab	iLab is a commercial cloud based laboratory management system used by the HMSTrust Analytical Laboratory to manage resource bookings. It is produced by Agilent Technologies.
CI	Chief Investigator
HMST	Helen Macpherson Smith Trust
MIPS	Monash Institute of Pharmaceutical Sciences
SOP	Standard Operating Procedure

4 HEALTH AND SAFETY CONSIDERATIONS

There are no specific hazards associated with this procedure.

5 PROCEDURE

Access to the HMSTrust Analytical Laboratory Facility is granted following a formal laboratory induction process which covers rules concerning the use of equipment, good housekeeping practices, and Occupational Health and Safety procedures. External users will also be required to attend a general Parkville Campus safety induction. Inexperienced users may be expected to undergo a competency evaluation under the supervision of Laboratory staff prior to working independently. This ensures that users are able to safely use the equipment, generate publication quality data and leave the equipment in a fit operational state for the next user.

5.1 Gaining Usage Rights to the Equipment

Monash Chief Investigators (CI's), external institutions and companies are required to register in iLab and request access to the HMSTrust Analytical Laboratory Platform (also see How to request access to HMSTrust Analytical Laboratory – Monash Internal user guide (HMST-WI-0002) or How to Request Access to HMSTrust Analytical Laboratory – External user guide (HMST-WI-0003)).

All users of the laboratory equipment shall receive training and may be required to demonstrate competency on the specific equipment they wish to use. Upon completion of the training and/or evaluation of competency, each user becomes registered to operate that specific piece of equipment and will be granted booking rights in the iLab booking system.

Users are only permitted to book and operate equipment that they have been registered for. Only HMSTrust Analytical Laboratory staff or approved delegates are authorised to train new users. Registered users are forbidden from training other non-registered users on how to use any of the equipment. Registered users are also not permitted to make bookings on behalf of other registered or unregistered users. Registered users of the laboratory are not permitted to bring/allow entry to non-registered users into the laboratory. Failure to observe these instructions will result in suspension of user booking rights.

5.1.1 Training Sessions and Competency

Prior to using equipment for the first time, the user should consult with HMSTrust Analytical Laboratory staff to discuss their project needs. In the case of Honours or early stage PhD students, involvement of their supervisor is encouraged. Following this discussion, a training session can be requested through the iLab booking system and a training session will be organised on the required equipment. It is strongly recommended that training should only occur shortly prior to the commencement of the user's laboratory work. Significant delays between training

and the commencement of laboratory work may result in the withdrawal of instrument booking rights and a requirement to repeat the training.

Prior to a training session, the user will have access to relevant equipment instructions or SOP that covers basic use of the equipment, safety considerations, and general housekeeping. SOP's can be accessed from the training booking form and the instrument booking form within iLab or an uncontrolled copy of the SOP can be emailed by request. Additional instructions covering topics such as data processing may also be provided. The user will be expected to read the training material prior to the training session.

Equipment training will typically run from 30 minutes to 4 hours depending on complexity and the needs of the individual and the instrument. Training on complex equipment may be followed up with a competency evaluation. Any associated evaluation may be included in the initial training for simple equipment. For more complicated equipment, evaluation may be carried out the first time the user uses the equipment on their own. This process is essential to ensure the user is collecting valid data and to establish appropriate operational practices.

5.1.2 Refresher Training

Refresher training is available on request for any equipment within the HMSTrust Analytical Laboratory. A refresher training session is strongly recommended if you have not used a specific piece of equipment for more than six months.

5.2 Booking Equipment

Users will only be granted access to each piece of equipment on the booking system after they have attended training. All equipment training and bookings must be made using the online booking system at <https://monash.ilab.agilent.com/account/login>.

All instruments are bookable for a minimum of one hour other than the FTIR Spectrometer, Enight Plate Reader and Tissue Homogeniser. Users will be charged based on the time they have booked or the actual time they have used (whichever is greater).

Users have 24 hours from the end of the booking to advise the HMSTrust Analytical Laboratory if they have used the instrument for longer than their original booking. It is the user's responsibility to ensure that if their experiment runs overtime, it does not impact the next user. Failure to comply may result in the removal of booking rights.

Bookings on the LCMS, UHPLC and GCMS instruments may be cancelled or amended more than 24 hours in advance without incurring any penalties. Users who fail to provide 24 hours' notice (including if the user is away due to illness) will be charged for their full booking.

These charges may be offset if your cancellation is re-booked in whole or partly by another user. All other instruments may be cancelled without notice.

If a user finds that their analytical work has failed due to equipment malfunction they can make a request to the Laboratory Operations Co-ordinator to have their booking fee reversed. Booking costs will not be refunded where analyses have failed as the result of user error.

Users are required to limit their bookings on the LCMS and UHPLC instruments to 2 extended bookings per week (4 hours and over). We request that daytime bookings on these instruments finish where possible at 4pm to allow overnight bookings enough time to do their set up prior to 5pm.

Monash users will be able to access the instruments 24 hours a day, 7 days per week. External users will only be granted out of business hours access to the equipment by special arrangement.

5.3 Instrument Breakdown

All care must be taken by the user to ensure that laboratory instruments are used in compliance with SOP's. If an instrument breakdown occurs, it must be reported as soon as is practical to the HMSTrust Analytical Laboratory Manager. Any damage to the instrument caused by user negligence may result in the user being suspended from accessing the instrument either temporarily or permanently. The HMSTrust Analytical Laboratory conducts a preventative maintenance schedule which aims to keep the instruments in good running order however the HMSTrust Analytical Laboratory accepts no financial responsibility should the instrument breakdown result in interruptions to research undertaken in the laboratory. If damage to the instrument is caused by user error the user's CI or organisation will be responsible for the costs of repairing the instrument. We will endeavour to repair the instrument as soon as possible but users should be aware that this is subject to the instrument vendor's ability to carry out repairs, and availability of spare parts.

5.4 Insurance Coverage and User Safety

All users of the HMSTrust Analytical Laboratory are required to attend a safety induction prior to entering the laboratory. Laboratory users are expected to comply with the safety procedures and wear PPE at all times whilst in the laboratory and as instructed during their safety induction. Users new to the Parkville campus must also attend a general campus safety induction. Continued breaches to safety policies may result in a temporary suspension or cancellation of access to the laboratory. All Monash staff and students are covered by Monash liability insurance. Users employed by other institutions or organisations are only covered under Monash's public liability insurance and should therefore ensure that they are covered under their employer's insurance prior to undertaking work within the Laboratory.

5.5 Charging Structure

Usage of instruments, computers and staff time within the HMSTrust Analytical Laboratory will be charged according to the following schedules, but may be subject to change at any time.

5.5.1. Annual Membership and Charges

Laboratories have the option of paying an annual membership which entitles the laboratory to a reduced pricing schedule and 20 non-chargeable training sessions per year. Laboratories without a membership will be charged according to the non-member pricing schedule (see HMST-REF-0002 HMSTrust Analytical Laboratory Price List). A Membership entitles a Laboratory to register up to 10 users.

All Monash users are required to be pre-approved in iLab by their CI and to be assigned a current fund code before they are able to book instruments. External users must have completed their registration in iLab and have supplied all the required payment details.

5.6 Consumables Ordering

A list of allowed/recommended consumables which can be used on each instrument are provided in the relevant instrument SOP and will be discussed by the trainer during the instrument training session. Consumables are NOT provided by the HMST lab. All consumables must be provided by the user.

Laboratory users **MUST** provide, prepare and dispose of their own solvents. For OH&S reasons solvents may **NOT** be stored in the HMST Laboratory.

It is the user's responsibility to remove their own samples, solvents, LC columns and any other equipment brought into the laboratory at the end of the booking, ensuring that the instrument is ready for the next user. Samples, solvents and other equipment which are not removed in a reasonable time will be confiscated without prior warning. Ensure all instrument usage is captured in the instrument log book.

The Milli-Q water system is available to be used for the preparation of solutions and mobile phase for use on HMSTrust Laboratory equipment (such as the HPLC and LC/MS systems) only. Large quantities of water are not to be collected for use in other laboratories.

5.7 Data storage and retention

Each instrument PC in the HMST laboratory is connected via a shortcut on the desktop to the MIPS R-drive. HMST laboratory provides a personal data folder on the R-drive to all Monash users to store data for processing. This folder is not private and can be accessed by anyone who has permission to the 'user data' folder. **DO NOT** store confidential or sensitive information in this folder. It is the users' responsibility to copy data from the instrument PC to their personal folder for processing. Data older than 12 months will be deleted from the instrument PC and information stored in personal folders will be archived once a user has left MIPS. External users are asked to discuss their individual data requirements with HMSTrust Analytical Laboratory staff. Laboratory users are only permitted to use HMSTrust Analytical Laboratory USBs on instrument PCs. Personal USBs and external hard drives are not to be used on any instrument PCs.

5.8 Invoicing

A summary of user charges will be sent to each Laboratory group or organisation for review each month. The summary will provide a breakdown of each user's charges and usage patterns for the previous month. It is the responsibility of each CI to monitor their users' laboratory use. Internal group charges will then be automatically transferred using the Monash finance systems. External clients will receive a monthly invoice.

5.9 Enforcement of Policy

If a user is found to be in breach of this policy, for example providing access or unauthorised training to unregistered users, they will receive a reminder of their obligation to adhere to the HMSTrust Analytical Laboratory User Policy. Further non-compliance with the policy will result in a suspension or cancellation to their laboratory access.

6 APPENDICES

Not applicable.

7 REFERENCES

7.1 Internal

- 7.1.1 HMST-WI-0002 How to request access to HMSTrust Analytical Laboratory – Monash Internal user guide
- 7.1.2 HMST-WI-0003 How to request access to HMSTrust Analytical Laboratory – External user guide

7.1.3 HMST-REF-0002 HMSTrust Analytical Laboratory Price List

7.2 External

Not applicable.

DOCUMENT HISTORY			HMST-SOP-0002-V	
Version no.	Date of Issue	Reviewed by:	Amendment Description	Amendment Type and Actions
1.	26/08/2019	Philip Wright	New SOP.	Not applicable.
2.	19/10/2021	Philip Wright	Upgraded to new template to include authorship and version control.	<input checked="" type="checkbox"/> administrative - notify users of version update <input checked="" type="checkbox"/> minor – notify users that reread is required <input type="checkbox"/> major – notify users that retraining is required
3.	17/06/2022	Philip Wright	Section 5.1 was updated to state that users cannot allow non-registers users entry to the lab. Section 5.1.1 was updated to say that user competency may be assessed. Section 5.6 updated with current consumables information. Section 5.7 was added.	<input checked="" type="checkbox"/> administrative - notify users of version update <input checked="" type="checkbox"/> minor – notify users that reread is recommended <input type="checkbox"/> major – notify users that retraining is required
4.	28/07/2022	Philip Wright	Section: 5.2 changed GC to GCMS Section 5.6 Comment about the milli-Q system was reworded.	<input checked="" type="checkbox"/> administrative - notify users of version update <input type="checkbox"/> minor – notify users that reread is recommended <input type="checkbox"/> major – notify users that retraining is required