

LI-6800 Booking and Usage Policy

Training, Access, Booking and Usage policy

Before you reserve or use an instrument

Before you schedule a Training Session, please read the *Rules and policies* below governing the use of the LI-6800.

A training session is **mandatory** for each user **before** being allowed to operate any equipment. Only once technicians approve a given user for independent operation can the user proceed without assistance. The number of required training sessions may vary depending on instrument and user. Please email sarah-ann.persechino@mcgill.ca to schedule a training session.

No training on a third-person basis is allowed.

Initial training sessions usually last up to 1 hour. Training will be done in the Research Greenhouse.

Access to the instruments

Following the training, you will only be granted access to the system you have been trained on, and only provided you have proved able to work independently.

Under no circumstances are you allowed to access and use the instruments without prior reservation or without notifying the technicians. You are fully responsible for the instruments during your reservation.

As a confirmed User, you retain access to the booking system and the instruments as long as:

- 1- You have not been banned from using the instrument.
- 2- Your Supervisor did not revoke in writing your permission to work with this instrument

Booking and cancellation policy

- 1- Booking is required at all times before using the LI-6800, even if the instrument is not reserved or used during this period. Anyone using an instrument without prior reservation will be denied access.
- 2- Under no circumstances may you book time for others.
- 3- The minimum reservation limit for the Li-6800 is **one day**.
- 4- Email sarah-ann.persechino@mcgill.ca to get access to the Core Services reservation system.
- 5- Place and manage your reservations online ([McGill Core Services reservation system](#)). Login as a User and enter your McGill email and password.

- 6- Once a booking is created it will be approved or refused by the technicians. If a booking is refused an email will be sent to the user indicating the reason.
- 7- A reservation can be canceled up to 2 hours before the scheduled start time. Users must notify the technicians if they have or plan to canceled their reservation.
- 8- You need extra time?
 - a. Log into your account.
 - b. Make sure that no one has reserved the instrument for the desired additional timeslot.
 - c. Book the instrument for the desired extended duration. You must notify technicians if extra time is booked.

Using an instrument with granted access

- 1- You notice anything abnormal or broken? Immediately notify a technician.
 - 2- Refer to the (*Startup* user manuals) and detailed user manuals that you will find inside the carrying case. Online versions of the manual can be found at <https://www.licor.com/env/support/LI-6800/home.html>
- 3- If you are unsure about anything contact a technician for help.
- 4- Follow the safety instructions for the devices.
- 5- You are responsible for the instrument you operate and for the safety of the people around you. Operate the device within the limits for which it was designed.
- 6- Do not try to resolve problems related to the instrument by yourself if you were not appropriately trained for that.

After using an instrument

- 1- Clean your workspace and leave the instrument in the condition you would like to find it.
- 2- Do not forget to take out your samples and material with you. Any material or sample that left behind will be disposed.
- 3- Backup your data regularly using a USB. Please note that the LI-6800 only recognizes certain brands of USB drives. It is highly recommended that users have more than one USB to ensure that data can be saved properly. **The department and technicians assumes no responsibility whatsoever for any loss of data.**

Example: The LI-6800 does not recognize the USB brand *Verbatim*

Prioritisation policy

For the most part, there will be no project prioritisation. The timeslot on the instruments will be attributed on a first-come first served basis, following the booking and cancellation policy.

In case an instrument becomes heavily used, priority will be given to internal academic projects. Time-slot restrictions might be applied to each project depending on the nature and requirements of the individual projects. Restrictions and prioritisation will be decided, on a case by case, by the technicians.

Rules and Regulations

- 1- Reservations will be accepted between (8:30am-3:30pm) on weekdays.
- 2- No reservations will be accepted after hours (3:30pm-10:00pm), during weekends or on holidays.
- 3- Under no condition may the equipment or the data acquired be used for personal goals or any objective other than the ones related to the approved scientific project.
- 4- Under no condition may the equipment or the acquired data be used in malicious or misleading ways, intentionally or not.
- 5- Users should always clean their workspace and leave the instrument in the condition they would like to find it.
- 6- All users must go through the proper training given by the technicians before taking the LI-6800.
- 7- Once reserved, users are responsible for the LI-6800 system and all its components. Users will be charged if a piece of equipment is lost or broken.
- 8- Users are asked to keep everything clean and to use precautions when moving or handling the instrument.
- 9- Any malfunctions, broken equipment and/or damages should be reported immediately to the technicians.
- 10- Once the reservation is over, the LI-6800 has to be returned to the Research Greenhouse.
Users will be shown where to place the instruments if returned after hours (3:30pm-10:00pm)
- 11- The LI-6800 must be returned every day unless special permission is given by technicians.
- 12- Users should refrain from bringing the LI-6800 out in the field when it is raining or bad weather conditions are expected.
- 13- A new CO₂ cartridge should never be removed after inserted into the instrument. The cartridges last for about 8 hours after pierced.
- 14- Users should not remove or replace any of the chemicals unless permission is given by technicians. Upon reserving the LI-6800, new chemicals will be prepared and placed in the instrument.

Billing policy

When will you be billed?

A bill will be sent to your corresponding PI at the end of each month by the Core system (ECP3).

Is there a maximum billable amount?

The amount that is billed will depend on the amount of days the LI-6800 is reserved for. The minimum reservation limit for the Li-6800 is **one day**. Users will be charged for the day even if the instrument is not used for the entire time.

What is included in the price?

- Mandatory training
- Regeneration of chemicals

- Maintenance
- Spare parts
- CO2 Cartridges

What is NOT included in the price?

- Any repair resulting from mishandling (intentional or not) to an instrument will be charged to the responsible PI.

What happens if the equipment is not working properly?

Users will NOT be billed for the remaining reserved time if the equipment starts to malfunction (please contact sarah-ann.persechino@mcgill.ca immediately should this happen).

What happens if the account is overdue?

If an account is past overdue, with no clear written explanation, the access to the instrument by the users tied to the account can be suspended. It is up to the technicians to decide on the course of action to take, depending on the circumstances (funds waiting to be allocated or transferred, administrative delays, etc.).

COVID19 measures and new rules for the use of the LI-6800

1. If you have any flu or cold related symptoms, stay home.
2. Wash and disinfect your hands before and after using the instrument.

*Technicians will be responsible to clean and disinfect the instruments before and after each use.

LI-6800 Personnel

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