

## **BRIL Terms & Conditions**

All individuals accessing Biological Resources Imaging Laboratory (BRIL) instruments/areas must receive an induction to the facility from the BRIL staff in charge of the instrument/area.

While working in BRIL, all users are required to comply with the University's workplace health and safety (WHS) procedures.

All users of BRIL equipment must receive appropriate training and approval to use the instruments from BRIL staff in charge of the instrument.

Registered/trained users are not to provide instrument access to others who have not been trained by BRIL staff.

Users are not allowed to train other users, registered or not, unless written permission to do so has been granted for specified purposes/instruments by the appropriate BRIL area manager.

Users may only log time on equipment with the prior approval of their supervisor(s) and access fees will be charged for all logged instrument time (unless otherwise specified or arranged). Users should note that charges are set to cover the cost of Instrument Service and Maintenance and do not cover staff costs or capital costs of instruments.

Instrument bookings are to be made on the BRIL instrument ACLS booking system (unless specified otherwise). Failure to appear for booked time may result in the user being charged unless a member of BRIL staff is notified prior. Overbooking of an instrument relative to time used may incur additional charges.

For BRIL staff-assisted bookings in which BRIL staff will operate or assist with operation of the booked instrument (MR and PET imaging, for example) at least 24-hours notice of booking cancellation is required. If appropriate notice of cancellation is not given, the user may incur a cancellation fee equivalent to the full time of the booking or two hours (whichever is less). Any delay in start time for staff-assisted bookings should be communicated to staff.

All staff-assisted bookings are tentative bookings until approved by a BRIL staff member. BRIL reserves the right not to approve bookings due to operational constraints. However, when this occurs, BRIL staff will contact the user to make alternate arrangements to accommodate their needs.

BRIL reserves the right to cancel bookings as necessary for issues such as instrument maintenance or staff illness. When this occurs, BRIL staff will contact the user to make alternate arrangements to accommodate their needs.

In order to meet the needs of all users, BRIL staff may occasionally request a user to change a confirmed booking to another agreeable time.

Failure to appear on time for a booking in which the user will operate the instrument (within 20 minutes of the start of a booking) will forfeit the session unless a member of BRIL staff is notified that you will be late and suitable arrangements can be made. If a booked session is forfeit other users may use the booked time and have priority.

Users are not permitted to undertake any activity using animals at UNSW unless that activity (i) has been approved by the UNSW Animal Ethics Committee under a specific project and (ii) specifies the user as a researcher on that project. Users must provide evidence of approval to BRIL staff upon request. Researchers are responsible for care and welfare of the animals at all times in BRIL facilities.

Any activity involving genetically modified organisms (GMOs) requires prior approval from the UNSW IBC or OGTR. If activities with GMOs are to take place in BRIL areas, these areas must be listed on the IBC/OGTR approved application and BRIL staff must be notified.

BRIL staff must be notified of any work involving dangerous goods, toxic substances or infectious organisms prior to beginning work. Approval from relevant UNSW and external agencies (UNSW Radiation Safety Committee, NSW Health, for example) must be in place and sighted by BRIL staff prior to commencing work. Appropriate Safe Workplace Procedures and Risk Assessments must be provided and followed for such activities.

All bookings made subject to pending approval by UNSW ACEC, IBC, Radiation Safety or other body will be treated as tentative bookings until such time as full approval is given by the relevant body. Users must notify BRIL staff immediately upon project approval. Projects not approved within 48 hours of the booked time, the booking may be forfeit.

Users agree to accurately complete all record keeping required by the facility to monitor the use of instruments and activities, including electronic or paper log books and booking systems.

Users agree to report immediately all faults or irregularities in instruments to BRIL Staff, including any damage due to accident or misuse. Users are not to attempt to repair or manage these faults independently of BRIL staff.

Samples, specimens and animals are the responsibility of the user. BRIL does not accept any responsibility for loss or damage of any materials, samples, specimens or animals left in the facility.

BRIL will maintain independent archiving of data whenever possible, however, appropriate data management is the responsibility of the user and BRIL does not accept responsibility for loss of data that has not been removed/copied/archived by the user.

Any work that is published or publicly presented, including theses, where any part of the work was undertaken in the facility, should acknowledge the role of BRIL infrastructure and/or BRIL staff in the work. When a member of BRIL staff contributes intellectually to a research outcome, acknowledgement of this contribution should be in the form of co-authorship on publications or abstracts. Acknowledgement of other contributions should be covered in the Acknowledgements section of the published paper, poster or other medium.