

## User's Code of Conduct

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### GENERAL

- You must attend appointments and meetings in the facility at the agreed time, if unable to attend you must contact the facility beforehand.
- The facility's core working hours are Monday to Friday from 9am to 5pm. Outside of these times there may not be a member of staff present.
- Any deadlines needed must be conveyed and agreed with Facility staff before commencement of any analysis.
- A cost for analysis must be agreed and a purchase order provided before commencement of any analysis.
- All published work that includes data obtained within the facility must be recognised by authorship or acknowledgement of the facility and staff. For more detail, please refer to our policies & guidelines webpage at <https://www.sheffield.ac.uk/mass-spectrometry/about-us/policies>
- All published work that includes data or images obtained within the facility must comply with the University's Good Research & Innovations Practice (GRIP) policy: [https://www.sheffield.ac.uk/polopoly\\_fs/1.356709!/file/GRIPPolicySenateapproved.pdf](https://www.sheffield.ac.uk/polopoly_fs/1.356709!/file/GRIPPolicySenateapproved.pdf)
- If you have a doubt, don't guess, simply ask. We would like to get the best outcome for your project.

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### HEALTH AND SAFETY

- Do not send samples or chemicals to the laboratory without first discussing their properties and origins with a member of staff.
- Take direction in correctly labelling sample tubes and boxes. Anything without required information will not be accepted into the facility.
- Provide any relevant CoSHH form, risk assessment or standard operation procedure necessary.
- Provide all details necessary for the facility staff to provide the best service possible.

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### DISCLAIMER

- Although we provide a comprehensive service, very occasionally, technical problems do occur and facility staff disclaim any responsibility of your samples on those occasions.

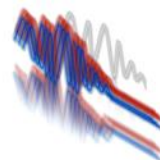
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### biOMICS - Metabolomics (D67 Alfred Denny Building, Western Bank, S10 2TN)

- Contact:
    - Dr Heather Walker, Facility Manager at [H.J.Walker@sheffield.ac.uk](mailto:H.J.Walker@sheffield.ac.uk)
    - Mrs Gemma Newsome, Research Technician at [G.Newsome@sheffield.ac.uk](mailto:G.Newsome@sheffield.ac.uk)
  - **Do not use instrumentation in this facility without a Q-Reserve reservation.**
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**Mass Spectrometry Centre**

**biOMICS - Proteomics (B11 Dainton Building, Brook Hill, S3 7HF)**

- Contact:
  - Dr Adelina E. Acosta Martin, Facility Manager at [A.Acosta-martin@sheffield.ac.uk](mailto:A.Acosta-martin@sheffield.ac.uk)
  - Dr Mark Collins, Lecturer in Biological Mass Spectrometry at [Mark.Collins@sheffield.ac.uk](mailto:Mark.Collins@sheffield.ac.uk)
  - Ms Lydia Kiesel, Research Technician at [L.Kiesel@sheffield.ac.uk](mailto:L.Kiesel@sheffield.ac.uk)

**chemMS - Mass spectrometry & ICP (B11 Dainton Building, Brook Hill, S3 7HF)**

- Contact:
  - Ms Sharon Spey, Facility Manager at [S.E.Spey@sheffield.ac.uk](mailto:S.E.Spey@sheffield.ac.uk)
  - Miss Heather Grievson, Analytical Technician (ICP) at [H.Grievson@sheffield.ac.uk](mailto:H.Grievson@sheffield.ac.uk)

I have read, understood and I agree to abide by the code of conduct.

Date	User Name	User Status	User Signature	PI/Line Manager Name	PI/Line Manager Signature

Once completed, send to the relevant member of staff