

Working in CARF Agreement

General access and training requirements

- All CARF users must always follow QUT Health, Safety and Environment (HSE) policies and procedures, and follow any specifications of risk assessments or standard operating procedures relevant to their work.
- All CARF users must complete the following mandatory QUT training:
 - General Evacuation training annually,
 - Health, Safety and Environment induction every two years, and
 - Laboratory Safety every two years.

For CARF users who are staff or student of QUT, it is their Supervisor's responsibility to ensure these mandatory training modules are completed and refreshed as required.

- CARF encourages users to complete 'Biosafety for PC2' training every three years, even if they are not using biological materials, including OGTR certified materials, themselves.
- CARF staff are responsible for all laboratory and instrument training. Do not teach, demonstrate or book equipment to/for others.
- CARF staff will not deem a user as competent to use a piece of equipment until sufficient training is completed by the user.
- CARF users may only enter laboratories they are trained to use, unless accompanied by a CARF staff member for a specific purpose.
- CARF users may only use instruments that the CARF staff have trained them to use.
- A user's swipe cards or laboratory keys must not be passed on to another person.
- Do not remove anything (e.g. chemicals, equipment, supplies) from rooms without the permission of the responsible CARF staff member.
- Laboratory computers are not to be modified in any way (e.g. installing software, changing settings).
- Any damage to CARF equipment that results from misuse or user error may be charged back to user or their laboratory group / organisation.
- Access to CARF may be suspended or terminated in the event of serious neglect or damage of equipment, inappropriate use of equipment, neglect of HSE procedures, or allowing unauthorised people in to CARF as follows:
 - First time – written warning (email) to CARF user and their supervisor
 - Second time – written warning (email) to CARF user and their supervisor
 - Third time – access suspended until face-to-face meeting between CARF staff, CARF user and their supervisor.

In cases where people or equipment have been placed at significant risk or harmed, CARF staff have the right to immediately suspend a user's access without warning.

- Please report any faults or irregularities to CARF staff immediately.
- After-hours access is only permitted in certain laboratories after consultation and training with the relevant CARF staff, and specific risk assessment regarding the work to occur after-hours has been approved. After-hours access is not guaranteed for all users.

Bookings

- CARF users can use the CARF booking system to book equipment, after they have completed training on that equipment.
- Cancellations must be made at least 24 hours in advance.

- If you are going to be more than 15 minutes late for a booking, please notify the laboratory.
- If you are not present within 20 minutes of the start of your booking, the booking will be cancelled and the equipment will be made available for others to use.
- If equipment is booked and not used, and CARF has not been notified or given an explanation the following will happen:
 - First time – CARF user and supervisor contacted by email to request explanation
 - Second time – CARF user and their supervisor contacted by email, and booked times charged to the user’s account
 - Third time – access suspended until face-to-face meeting between CARF staff, CARF user and their supervisor. Booked times charged to the user’s account.

Data management

- Samples are the responsibility of the user and should be removed from the laboratory or disposed of as soon as practicable after analysis and results are available to the user.
- Data remains the user’s property, and the user is responsible for managing and archiving their data. CARF is not responsible for any loss of data.

Acknowledgement and authorship

- CARF should be acknowledged in any research output (e.g. publication, presentation, poster) arising from data generated by use of CARF laboratories and equipment. This acknowledgement is appropriate professional courtesy, and enables us to track the impact of CARF infrastructure, which in turn helps to justify continued resourcing for the infrastructure and staff. An appropriate acknowledgement is:
“This work was enabled by use of the Central Analytical Research Facility hosted by the Institute for Future Environments at QUT.”
- Where appropriate contributions have been made, CARF staff should be recognised as co-authors (see QUT authorship Policy at http://www.mopp.qut.edu.au/D/D_02_06.jsp#D_02_06.08.mdoc).
- Please notify carf@qut.edu.au of any research outputs that arise from use of CARF.

Payment

- Charges for training and use of CARF infrastructure are agreed between CARF and the User in the project scope form and via a quotation for services.

CARF User:

I acknowledge my responsibilities as a user of CARF, and agree to the terms and conditions above.			
Signature:		Date:	

Supervisor:

I acknowledge my responsibilities as a Supervisor of a person using CARF, and agree to the terms and conditions above.			
Signature:		Date:	