1.1. BI BioELN Policy – Equipment Usage

a. BI Equipment scheduling is through the BioELN. Refer to the BI BioELN Policy.
b. Users must be training by BI staff prior to scheduling and using equipment.
c. BI equipment usage is subject to BI equipment rates.
d. Equipment rates are at the discretion of the BI.
e. BI equipment must be scheduled, approved, and tracked for accurate billing.
f. Unauthorized usage of equipment without booking, permissions or training will result in an infraction. Refer to the BI Infraction Policy.

1.1.1. Equipment Scheduling

a. Equipment usage is regulated by the equipment schedule in the BioELN.
b. Equipment schedules must be approved by the BI user's "approver" and BI technician in advance of usage.
c. In some instances, equipment specific training may be required for scheduling.
d. BI users should schedule equipment far enough in advance to ensure approval is received from their "approver" and the appropriate BI technician.
e. Scheduling changes are only editable prior to and during a scheduled session.
f. Users must notify the appropriate BI technician should they schedule the wrong instrument, schedule and not use the equipment, or use the equipment outside of their scheduled time, and are not able to capture such instances in the BioELN.

1.1.2. Equipment Launcher

a. Equipment Launchers are installed with equipment run by an external computer to regulate equipment access by verifying user permissions from scheduling, approving and training.
b. The BioELN Launcher records user login and logout times, which will be used for equipment billing purposes.
c. Users without approved schedules or training should not be able to log in.
d. Users log-into the Launcher with their MAC ID.
e. Users may log into the Launcher 15 minutes prior to their scheduled time, or at any point during their scheduled time.
f. Malicious behaviour to override or misuse the Launcher will result in an infraction. Refer to the BI Infraction Policy.
g. Following a successful log-into the Launcher, users may select the desired program from the drop-down menu, and click "Run".
h. Users may "Lock" the Launcher if leaving an experiment unattended. Then only that user or a BI Technician may log-into the Launcher.
i. Users must log-out of the Launcher when finished using the equipment.
j. Failure to log-out of the Launcher may result in additional billing charges.

1.1.3. Equipment Logsheet

a. Some equipment usage is confirmed with a logsheet, which users must fill in when appropriate.
b. Equipment monitored with a logsheet should be scheduled in advance, whenever possible.

1.1.4. Equipment Billing

a. Users are billed according to equipment scheduling and/or usage. Billing is at the discretion of the BI.