

Training On and Use of Core Facility Equipment

Several pieces of equipment owned and cared for by the DNA Technologies Core Facility are available for use by members of the research community. In order to maintain the longevity and proper functioning of such equipment, and to ensure everyone has equal and appropriate access, several guidelines have been developed. Please read the information below to help us maintain these resources for everyone in a cost effective manner. It's also important to realize that we are a service core and our goal is to facilitate your research, so please don't ever be reluctant to ask questions about what you see on this page or anything relating to your use of the DNA Technologies Core.

Training

All labs using facility equipment must have their personnel trained every year as a fee for service. This allows users stay up to date on proper technique, and also stay aware of any software or other operational changes. Training is only valid if done by core personnel! Lab members can't train each other. This will help us monitor machine use and ensure that everyone has the same knowledge base. Training can take place any time, just make an appointment with facility personnel. Annual training fees will be billed only twice a year, however: July 1st or January 1st, following the 1st training. Each training session can be attended by four people, and each fee covers two sessions, so eight people can be trained/year. What a bargain! Extra lab people can be trained anytime but additional training fees will be applied. If you don't already have a Genome Center account you will need to create one in order to use the equipment. Just go here and follow the instructions for "Creating an account."

Machine Use

Facility equipment is available during normal working hours. Access to the GBSF and the labs is restricted after hours to non-building researchers, and in general we discourage use of the equipment if no facility personnel are available to deal with mishaps or malfunctions.

Computers that operate common equipment are not internet accessible, and in fact are internally protected by a GC firewall. For this reason we have to be careful about introducing viruses or related problems, and as a result no flash drives or memory sticks should be used to transfer data. We can transfer your data onto the web accessible server and show you how to recover it back in your lab (or at your house, the airport, or downtown Sacramento).

The web site describing each piece of equipment has a link to an on line calendar used to reserve time on the instrument. Please use these calendars religiously! It will help you and other users. Be sure to put your name in the "subject" box and your phone number and lab PI in the "description" box. To make any changes to your listing you will need to contact facility personnel. As a courtesy please try to make reasonable estimates for your use of time on these machines.

The web site describing the equipment also may have links to manuals, the manufacturer's web site, or informational documents we have put together. Please make an effort to familiarize yourself with these materials, and feel free to correct us if we say something wrong!

Finally, remember that if you're good to your equipment, it will be good to you.

Our responsibility

Equipment should be clean, and in good working order. Control samples should behave appropriately. Accessory items for equipment use should be available, and a manual should be nearby or accessible. Please let us know if you feel these conditions haven't been met. Often our only knowledge about whether something is working or not will come from you.