

## **MSERF Negligence/Damage Policy:**

MSERF has established processes to direct the attention of users to critical steps in the operation of instruments. This process consists of emphasis during training, inclusion of warnings on training notes and SOPs, and reminders posted nearby instruments. In addition, at the time users reserve the instruments on-line, reminders of this critical information are provided.

All MSERF users are expected and required to follow appropriate and safe operational procedures in the handling of materials, manipulation of components and operation of the instruments.

Failure, for any reason, to operate in safe and proper manner that leads to repairs and/or replacement of damaged parts and components will be reported to the user's department or company for external users. Negligence cases will be reviewed and confirmed by the MSERF Advisory Committee. In the event the user in question serves on the advisory board, an alternate from the MSE Graduate Faculty will be selected.

It will be the responsibility of the user's department/company to pay for the repairs including the cost of any parts replacement and service fees incurred. Within UNF, the department may transfer the obligation of this payment to the user or the department may pay on behalf of the PI through any permissible arrangement they see fit.

The negligent user will forfeit unsupervised access to MSERF for no less than 6 months. If a second negligence incident occurs, the user will be permanently suspended on unsupervised use of that particular instrument/or from MSERF entirely, depending on the severity of the loss.