

NEW USER REGISTRATION PROCESS

1. Complete the User Registration form
2. Contact the Technical Officer of the School of Medicine to arrange access to Building 30, Campbelltown; phone: 046203600
3. Contact the MS Lab Manager to arrange an H&S induction; phone 046203909
4. Register online for the booking system: <http://equipment.westernsydney.edu.au/>
Your default level of access is Level 1
5. You have two options now: submit your sample for analysis (read point 6) or get trained to use instruments independently (go to point 7)
6. Fill the sample submission form; label the sample with the same name as on the form
7. Talk to MS Lab Manager about the next available training and what your expectations are
8. Information such as the points below will be discussed for every new project to ensure a choice of the instrumentation/analysis is appropriate:
 - Sample information – use sample submission form as guidance (structure of analyte of interests, LC conditions, sample prep protocols to be looked at before the possible analysis)
 - Expectation about the supervision and training needed to become an independent user or whether assistance is needed for analysis of a one-off sample
 - How many hours of instrument time are you expecting to book
9. Level of access to the instrument booking system will increase with your progress of using instruments independently