**London Metallomics Facility (LMF) Access Policy**

Prior to booking services and/or equipment slots at the LMF, users are required to read and agree to the below conditions. Access to the *Clustermarket* booking system will be provided to users after receipt of a signed copy of this document.

**Eligibility:** All KCL staff are eligible to apply to use the services of the LMF. Users external to the facility are accepted pending communication with senior facility staff.

**Communication and Booking:** All communication regarding booking requests must be conducted via the *Clustermarket* platform messaging system. Booking requests will not be accepted outside of the *Clustermarket* platform. Users must not allow anyone else access to their booking privileges without express consent from LMF staff.

**Service Requests:** Bookings must be accompanied by a completed Project Request PDF and discussed with LMF staff prior to confirmation.

**Equipment Training:** Equipment operation and analysis is performed as standard by LMF staff following consultation with users. In the case of users working on long term projects with exceptionally high analytical loads, equipment training may be provided pending agreement with senior staff.

**Sample Preparation and Storage:** Wherever possible, users will be provided instructions on the appropriate sample preparation protocols. The LMF is not responsible for failure to fulfil booking requirements due to incorrect sample preparation. Samples that are unused, partially ablated or used for calibration remain the property and responsibility of their respective owners. The LMF will not assume responsibility for the long-term storage of any samples left in the facility.

**Data Management:** Users will be provided data in accordance with their project request at the conclusion of experiments. Raw data will be stored on the network drive for a maximum of 2 months, after which raw data will be removed. If raw data is required it is the responsibility of the user to back up this data on their local system as indefinite storage is not guaranteed.

**Cancellation Policy:** Any cancellations must be made at least 24 hours prior to booked time. LMF reserves the right to charge for cancellations made less than 24 hours in advance.

**Financial Policy:** Service fees are according to listed Clustermarket prices and will be provided via quotation prior to any booking and analysis. Once agreed upon and service rendered, invoice shall be provided to the end user with a breakdown of services provided and corresponding fees.

**Acknowledgement Policy:** Equipment at the LMF is generously supported by our corporate and technical partners. The facility requests that any presentation or poster containing data acquired or analysed at the LMF must acknowledge the use of the facility. This may take the form of the incorporation of the LMF logo (available upon request) or a reference in the acknowledgements section. For publications, acknowledgement of the LMF should take the form *“London Metallomics Facility funded by the Wellcome trust (grant reference 202902/Z/16/Z)”.*

**I have read, understood and agree to the above conditions of use:** [ ]

**Name:** Click or tap here to enter text.

**Date:** Click or tap to enter a date.