



### **COIL Preparation Facility Users Policy**

The Cornell University Stable Isotope Laboratory has two preparation facilities available for use. The natural abundance laboratory is located in E440 Corson Hall; the enriched laboratory is located in E416 Corson Hall. These preparation labs are structured with the intention of serving a broad community of faculty, staff, and students within the Cornell campus, as well as external users. Both facilities contain equipment necessary for preparation of samples for isotope analysis. As such, the facility user policy is outlined below:

1. You must have the appropriate training to be approved to use the facility equipment by the manager before using the extraction/distillation preparation lines or a piece of equipment.
2. You must sign-up for the particular preparation line or piece of equipment you intend to use ahead of time; this is particularly important when there are several users that have needs for the same preparation line or equipment at the same time.
3. Advance sign-up should not exceed two weeks prior to using a piece of equipment unless there are special circumstances.
4. You cannot sign-up for more than two days in a given week. The exception to this rule will be if no one else has signed up during that particular week. A laboratory user may sign up for more than two days if there are times available on the first day of the new week (Monday). If there are several users everyone should be given the chance to sign up in a rotation so that no one user is monopolizing a particular piece of equipment or preparation line.
5. It is recommended that you sign-up for continuous blocks of time and not break-up days. With so many users hiring part-time assistance it is far easier if they can plan on having one day set aside for them to work. There is flexibility to this rule as schedules become more certain over the course of a semester.
6. In the case of a dispute over a preparation line or piece of equipment, the facility manager shall decide the user schedule.
7. If you need to use the laboratories during off-hours (after 5pm M-F or weekends) you will need facility manager approval. The door to E440 requires a code for entrance; and access into Corson Hall requires a key. E416 is open at all times (if it is locked, a key is available).
8. You are responsible for informing the facility manager of any schedule changes, including cancellations.
9. All users are responsible for keeping the work areas clean and the preparation lines and equipment in full working condition. Please report any breakage or malfunctioning equipment. Any breakage (beyond normal wear and tear) is your responsibility and will be billed to your account.
10. You are responsible for knowing the difference between enriched and natural abundance type samples. Enriched or labeled samples can have a detrimental effect on natural abundance preparation equipment and samples. Please see COIL personnel if you do not know the difference. If you do make this mistake you are responsible for all clean-up efforts. In some cases a fee may be assessed if clean-up procedures are significant.
11. All users are required to show proof that they have attended a laboratory safety course in accordance with Cornell University Environmental Health and Safety (EH&S). Material safety data sheets are available for users. Laboratory safety is of utmost importance for a suitable working environment.

These laboratory policies are subject to change. Please contact the facility manager if you have any questions or concerns.

---

DEPARTMENT OF ECOLOGY AND EVOLUTIONARY BIOLOGY  
E440 CORSON HALL  
TOWER ROAD • ITHACA, NY • 14853  
PHONE: (607) 254-1382 • FAX: (607) 254-8088  
[COIL@CORNELL.EDU](mailto:COIL@CORNELL.EDU)  
[WWW.COBSIL.COM](http://WWW.COBSIL.COM)