

By-Laws for PROTEIN Lab

I. Description

The SJSU PROTEIN (Proteomics Research Or Training Encompassing Investigator Needs) Lab was established via funding from an NSF-MRI Grant and SJSU President John Whitmore. The lab is located on the 6th floor of Duncan Hall in DH639 and contains an LC-MS Instrument (Agilent QTOF), FPLC instrument (GE Healthcare AKTA Purifer), two plate readers (Turner Biosystems) for UV-Vis, Fluorescent, and Luminescent applications, Typhoon Imager for Fluorescent, Luminescent, and Radioactive blotting applications, 2D Gel system (GE Healthcare ETTAN DIGE), and three computer workstations with two printers for data analysis.

II. Organizational Structure

1. Director

A. Director's Duties

The Director's duties include, but are not limited to the following:

- i. Training and approving access of all users to the instruments and facility
- ii. Enforce policies relevant to the facility
- iii. User account maintenance (OMNI, computer, etc)
- iv. Trouble shooting instrumentation (not experiments)
- v. Ordering/inventory
- vi. Billing
- vii. Overseeing maintenance
- viii. Consulting on applications/experiments (running test samples)
- ix. Grant writing for the facility, letters of support to other PI's
- x. ORU submission/management
- xi. Organize seminars
- xii. Convene regular meetings of the steering committee

These duties are estimated at 6-8 hours per week.

B. Appointment of director

The director will serve a three year term. The current director is Brandon White who will service until December 2012. The director will be appointed by a simple majority vote of the Steering Committee. There are no term limits on how many times a director may serve.

C. Requirements to be director

The requirements to be director of the facility include (1) must be tenured or tenure track within the Biology or Chemistry Department, (2) must be a user of the facility, (3) must be familiar with and have working

knowledge of all instrumentation in the facility, and (4) must be willing to perform all duties as described in Section II.1.A.

D. Early dismissal of the director and resignation

- i. Any steering committee member may be able to call for a vote of dismissal of the director.
- ii. 3 out of the 4 remaining steering committee members must vote for a dismissal.
- iii. if a dismissal is voted, a letter to the director explaining the reason(s) for dismissal must be sent.
- iv. The director may choose to address the concerns and request a revote.
 - v. The revote must occur within three months of the first vote
 - vi. The director has the right to resign their position at any time.
- vii. A written letter of resignation must be provided by the steering committee.
- viii. The steering committee will appoint a new director for the duration of the current term
- ix. If the director resigns in the midsemester, any buyout must be reimbursed on a pro-rata basis.
- x. If dismissed or resigned, the director forfeits all responsibilities and privileges.

2. Steering Committee

All policy decisions about the set-up and operation of the PROTEIN lab will be made by the Steering Committee.

A. Composition

- i. The Committee will consist of five members.
- ii. The current committee is made up of Brandon White, Marc d'Alarcao, Joseph Pesek, Julio Soto, and Mike Stephens (based on initial organization).
- iii. The committee members will be elected from the registered PI users of the PROTEIN Lab.
- iv. A majority of the committee must also come from tenured or tenure-track faculty at SJSU.
- v. External users may participate on the committee. Users may self-nominate to serve on the committee and only the primary users of the PROTEIN lab will elect the members through a vote.

B. Duties

- i. Attend and participate in steering committee meetings and functions
- ii. Review budgets
- iii. Oversee policies
- iv. Appoint director

C. Appointment and resignation

- i. Each member of the Committee will serve three-year, renewable terms. To assure staggered replacement of faculty committee members, White, d'Alarcao and Stephens have three-year terms expiring in 2012, and Pesek and Soto have two-year terms expiring in 2011, initially.
- ii. Committee members may resign from their position at any time. A written letter of resignation must be provided to the steering committee. A new committee member will then be appointed by the director after advisement from steering committee for the duration of the current term.
- iii. If a committee member resigns, he/she forfeits all privileges.

3. Technician

The technician will be responsible for liquid nitrogen replacement for the MS instrument and for any maintenance/service issues of instrumentation that is not part of the current service contracts.

II. Fees for Equipment Usage

1. Establishment of User Fund Account

An account has been established at the SJSU Research Foundation to contain all funds obtained from use of the equipment in the facility for three years. The fee structure for facility usage is shown below.

	Routine MS*	Typhoon	Plate reader	FPLC
SJSU Users	\$100/Hour	\$25 per run	\$20 per hour	\$10 per hour
Non-profit external users	\$150/Hour	\$50 per run	\$40 per hour	\$20 per hour
Other external users	\$175/Hour	\$75 per run	\$60 per hour	\$30 per hour

2. Calculation of Fees

- A. Rates are calculated based upon rates at Stanford University
- B. Minimum signup is for 15 minutes.
- C. Charges will be calculated based upon reservation time or logged time in instrument log book, or whichever is larger.
- D. Will implement lower after hours rate at a later date, at Director's discretion

2. Steering Committee Charges for Use of Instrumentation

A. Steering committee members are granted \$1000 per year of instrument usage by the facility. Notice will be sent when members approach or reach \$1000. Once the funds are depleted, members will be required to pay for instrument usage until the next calendar year.

B. Director receives unlimited use of all instrumentation in facility.

3. Expenditure of Funds from Account

The director will be the sole authorized representative to expend funds from the account. Approval of expenditure of funds will be required by the Steering Committee only if the amount will exceed \$5,000 for a single item.

4. Fee Waiver program

A. One of the principal goals of the PROTEIN Lab is to stimulate research at SJSU. Accordingly, we will offer competitive Instrument Time Grants (ITG) to SJSU users. An SJSU faculty member interested in using equipment in the facility, but without sufficient research support to pay the fees, can request an ITG grant for a specific dollar amount and time period.

B. The Steering Committee will review the ITG proposals and may generally grant the ITG as long as the faculty member provides evidence of reasonable efforts (as judged by the Steering Committee) to obtain external research funding with funds requested for PROTEIN Lab usage.

5. Billing

A. Billing for the facility will occur on a monthly basis for the previous month's usage. The PI's of each lab will receive a requisition from the director with the charges to the PI within the first 5 business days of the month. The PI will provide an account number for billing, sign the requisition, and return the signed requisition to the director of the facility within 5 business days of receipt. The director will then send the requisition to the foundation for the business transaction to occur.

- B. External users to SJSU will be billed directly from the SJSU Research Foundation.

III. Use of the Facility

1. Registration of Users

All individuals who wish to use the facility must register with the director of the facility. The registration form should be filled out by the Principle Investigator (PI) and list all lab members whom the PI would like to have access to the facility as well as what instrumentation they will use in the facility. Registration does NOT guarantee that a student will have access to the facility. A student can only gain access to the facility by (1) completing training and (2) passing an exit exam administered by the Director. Once this is done, the student will be granted an access code to access the facility as well as log-in for computers. Access codes are strictly confidential and may not be shared.

2. Training

All individuals who plan to use the facility must receive appropriate training on the instrumentation prior to access to the facility. Training can occur either through the director of the facility or through the PI of the lab. Once the training is complete, the user **must** pass an exam administered by the director of the facility. The exam will be a practical exam on the instrument with the director observing and asking questions throughout the procedure. If the director is satisfied by the exam performance, the user will be granted access.

3. Documentation of instrument use (Reservation System and Log Books)

A. Reservation System

- i. A reservation system has been created on the biology department website. All users will be instructed on how to use the reservation system during their initial training period. Users will reserve instrumentation using this system. Failure to reserve the instrument will result in a warning. Three warnings per year will result in user access being removed.
- ii. The reservation system must be used at all times for heavy usage equipment (such as the LCMS). Equipment that is infrequently used may be used through a 'walk up' basis without reserving online (such as Typhoon and plate readers). However, if there is considerable overlap and increased usage of the infrequent equipment, the director will instruct all users to begin using the online reservation system. It is encouraged though for all users to use the online reservation system at all times as this will guarantee reserved spots.

B. Log Books

- i. Log books have been created and are located by all instruments in the facility. Users **must** sign the instrument usage log book.
- ii. The log book along with the reservation system will be used to determine charges of the users of the facility.

C. Misuse of the Reservation System

- i. Misuse of the reservation system as documented by the director of the facility will result in termination the user access to the facility.

4. Termination of users of the facility and reinstatement

- A. Termination of the use of the facility by a user is at the discretion of the director. Termination can occur for the following reasons: (1) misuse of equipment, (2) misuse of the reservation and log book system, (3) failure to follow rules of the facility, (4) failure to follow all safety rules of the facility (outlined in access code form), and (5) acts deemed by the director to be improper or unethical.
- B. The director will document all cases of misuse of the facility and first provide a warning to both the user and the PI prior to termination. If the misuse continues after the warning within a reasonable time period as deemed by the director, the abuser will be terminated from access to the facility.
- C. To regain access, the user must reapply. After reapplication, the user and the PI must meet with the steering committee for a proper evaluation. The steering committee's decision will be final and cannot be appealed.

These by-laws were adopted by the PROTEIN Lab Steering committee by a vote of 5-0 on February 4, 2011.