

ORC Equipment Booking Guidelines

Dear ORC customer,

You are welcome to use our bookable lab equipment (*i.e.* TapeStation 4200, Kingfisher Apex purification system, QuantStudio 3 Real time qPCRs, SynergyLX microplate reader, Miltenyi Biotec gentleMACS™ Dissociator, Invitrogen™ Countess™ 3 FL Automated Cell Counter). But before you do here are the general guidelines for using the equipment:

- These instruments are an asset of the recently founded OMICS RESOURCE CENTRE (ORC), a core genomics and microbiomics service & research support laboratory at WCVM. The equipment is located in WCVM rooms 2207 and 2259.
- Users are required to contact the ORC Laboratory Manager (orc@usask.ca; 306-966-7424) to be able to use the equipment, get access granted to the lab, and receive more information about arranging the use of the above equipment (e.g. new worker safety and site-specific training requirements).
- In order to help maintaining the equipment ORC has introduced a **per-use fee of CA\$25 (*i.e.* per individual booking)**.
- First-time users of a particular equipment are required to book a **1-hour hands-on training session for a \$80/hour charge** (see 'PRICING' and 'SERVICES' sections on the [ORC website](#)). All subsequent bookings require only the per-use fee of CA\$25.
- Students and staff need to provide this information to their PI so that they are aware of this procedure and the costs.
- **Prior to bookings** the PIs contact information and a fund number (*i.e.* CFOAPAL) need to be forwarded to the genomics laboratory manager Dr. Martin Mau (martin.mau@usask.ca) or provided through the Requester Portal of the ORC Laboratory Information Management System (LIMS; <https://usaskomics.mon.slims.agilent.com/slims/Slims.html>). With this information you will receive a quote and subsequently an invoice.
- PI's will be invoiced quarterly (see example invoice in the attachment).
- Until the official launch of [ORC LIMS](#) you can just book the device through Champika's Sharepoint calendar (<https://wcvm.usask.ca/research/micro-lab/tapestation.php>). Please forward your bookings to ORC Laboratory Manager (orc@usask.ca; 306-966-7424) bookings are trackable in the meanwhile.
- From ~end of 2025 onwards new [ORC LIMS](#) will be in place through which all ORC equipment bookings will be handled, and users will need to be registered through the systems portal using their USask credentials. All ORC customers will receive a heads-up and detailed instructions when the [ORC LIMS](#) is readily implemented.
- Please send your booking request at least one workday in advance.
- **Booking time cannot exceed the time to run the individual sample set.**

- Users are required to bring their own supplies (e.g. tips, all TapeStation consumables) and micropipettors.
- If you have already access to the labs (Westgen suite WCVN 2259 or WCVN 2207) and fulfill the requirements to work in the BCL2 environment there will be only minimal documentation to be completed (i.e. template #8, #15 and #16, see "ORC_NewWorkerSafetyInstructions_checklist" on ORC's website or the attachment). ORC operates under its own Biosafety Permit and therefore you will need to sign & return the attached document "8-ORC_SOP002_ORC_General_Procedures", subsequently receive site-specific training and sign the "15-Permit-ORC-01_Biosafety Authorized Worker Training Record" and "16-ORC_Site_Specific_Training_Record" at location after you have received the training.
- If you do not have access to the lab(s) let us know. After providing your NSID, scheduling and receiving a quick site orientation and the completing of the forms you can book the equipment, and access will be granted to the lab (electronic door access).
- **You are required to disclose any equipment error or failure you have encountered while using the equipment. This is not to punish the user but to help find the source of the error/failure and to guarantee a proper working equipment.**
- **For all core PI's participating in CFI project # 40023 ('IntegrOmes') equipment bookings remain free-of-charge until the end of IntegrOmes' funding period on December 31, 2026.**