

**UCSF** Benioff Center for  
Microbiome Medicine

**QMAC  
Superuser User Agreement**

*This form has two parts. For the superuser training request, please complete Part 1 and submit it to Dr. Ju Eun Jeon. After completing the superuser training, fill out the rest of the form (Part2), attach the required documents, sign and date it, and return it as a PDF to Dr. Ju Eun Jeon (jueun.jeon@ucsf.edu).*

----- Part 1 -----

**Provide the following information:**

Principal Investigator: \_\_\_\_\_ Email: \_\_\_\_\_

Superuser: \_\_\_\_\_ Email: \_\_\_\_\_

**Select which instrument(s) you would like to be considered for superuser designation:**

\_\_\_ 6600 LC-MS (QTOF)      \_\_\_ 7500 LC-MS (QQQ)      \_\_\_ MALDI-TOF      \_\_\_ GC-MS

**Describe why you are interested in becoming a superuser and what relevant experience you have to support your research.** Note that superusers generally have backgrounds in chemistry/analytical chemistry and are interested in long-term mass spectrometry use (not one time use).

----- Part 2 -----

**Requirements to become a Superuser:**

- All individuals will complete the following online trainings via UC Learning Center and provide a transcript:
  - Biosafety Training
  - Laboratory Safety for Researchers
  - Fire and Life Safety
  - Emergency Eyewash and Shower
- All individuals will complete the following onsite trainings:
  - Observing/shadowing QMAC staff through workflow (sample preparation to data analysis)
  - QMAC staff member will observe user through workflow (2-3x)

Date	Experiment	QMAC Staff Monitor

- Once superuser status has been granted, the user will be able to independently sign up for equipment time. Equipment time will be approved by QMAC staff pending sample type/sample preparation/equipment availability.
- Key access to HSE 1181 (for 7500, MALDI, and GC-MS user) and S880 (for 6600 user) will be provided. Super users are responsible for ensuring access is limited to their own experiments. Tailgating is not allowed.
- Super users are responsible for providing all consumables, including columns, and for column conditioning and cleaning for their own experiments.

**Requirements to maintain Superuser status:**

- All active superusers will be required to complete periodic re-training led by QMAC staff.
- Frequent ongoing use of instruments. Additional re-training might be required if the user has not used instrument in the last 3 months.
- Acknowledgement of support of the QMAC and BCMM must be included in any publications resulting from using the instruments.
- Superuser must adhere to all sample preparation and instrument use rules. Failure to do so will result in revocation of superuser status.

**Improper use of instruments:**

- If the instrument is damaged or needs servicing due to improper use by a user, QMAC reserves the right to revoke superuser status for the user, charge the user's lab for any associated service costs, and charge for lost revenue as a result of the instrument being out of order.

**Signature:**

I have read, acknowledge, and agree to comply with the superuser requirements listed above:

\_\_\_\_\_  
Principal Investigator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superuser

\_\_\_\_\_  
Date