

Nanomedicine Interdepartmental Laboratory (*NanoMedLab*)

TERMS OF USE OF THE EQUIPMENT

In force from 2nd November 2016

1) The Management Committee nominates a "Person in charge of the device" for each piece of equipment, who will be responsible that it is kept properly working and correctly maintained. The nominated Persons in charge are listed in Attachment A.

2) The practical use of the devices is only permitted to operators who are qualified through the official training given by the device manufacturer, or by expert operators authorised by the Person in charge of the device. The Person in charge of the device shall agree training methods with the research groups.

3) Category A, B, C and D "Users" are classified as follows.

Category A: qualified operators belonging to the research groups which supported the start-up project of the laboratory, called "founding groups". The founding groups are the following: Baldelli Bombelli, Cellesi, Ciarletta, Duò, Li Bassi, Metrangolo, Soncini, Terraneo.

Category B: Politecnico di Milano departmental staff members subject to each contacting one of the management committee members.

Category C: members of staff belonging to other Universities and Research Centres, including private no-profit organisations, subject to each contacting one of the management committee members.

Category D: company employees, subject to each contacting one of the management committee members.

4) The hourly usage of the devices is managed through mandatory online booking and recorded by the Person in charge on a paper register, indicating both the qualified operator who used the device and the contact person of the user group, and countersigned by the qualified operator.

5) The Management Committee regularly monitors and approves the general operational expenses of the devices (ordinary maintenance, consumables required to maintain the device working, etc.) and the pertinent tariff rate, reported in Attachment A. It also discusses any lab self-financing proposals and price negotiations for third party contracts.

6) The allocation of the general operational expenses is based on the percentage of use of the devices by the founding groups. The allocation takes into account pre-paid expenses by one founding group to cover a common cost, and the existence of any availability from the lab fund.

7) The Management Committee approves extraordinary expenses such as: extraordinary maintenance, manufacturer consultation, specific training given by the manufacturer. The allocation of these expenses is discussed at the time of approval. Extraordinary expenses could affect just one, or some of the groups (training funds for topics which are not of common interest, etc.).

ATTACHMENT A.

Cost of use for TEM microscope:

User Category	Bench-Top TEM Person in charge: Prof. Francesca Baldelli Bombelli
A	0
B	30 Euros/hour
C	150 Euros/hour
D	200 Euros/hour

Please contact the persons in charge of the other devices in order to agree on methods and access costs:

- Two chemical labs for a total are of 60 m², each equipped with an extractor fan and with all the necessary devices to prepare samples of nanomaterials for analysis with the lab equipment (In charge: Francesca Baldelli Bombelli and Francesco Cellesi);
- Gel Electrophoresis machinery (In charge: Francesca Baldelli Bombelli);
- Bench-top TEM (In charge: Francesca Baldelli Bombelli);
- Gel permeation chromatograph (In charge: Francesco Cellesi);
- HPLC chromatograph (In charge: Francesco Cellesi);
- Fluorometer (In charge: Francesca Baldelli Bombelli);
- Holographic Digital microscope (In charge: Giancarlo Terraneo);
- CD Spectrometer (In charge: Francesca Baldelli Bombelli);
- UV-vis spectrometer (In charge: Francesco Cellesi);
- DLS device (In charge: Francesca Baldelli Bombelli).