

LAB USAGE BY INDUSTRY POLICY

Effective Date: Revised 13 September 2013

The purpose of this document is to provide guidance to industry clients about the costs and billing process associated with their general usage of the cleanroom, biology (including PC2) and chemistry laboratories areas at MCN, including the use of all Minor Equipment at MCN (not listed on the ACLS booking system).

DEFINITION

This policy covers all industry access to MCN biology/chemistry laboratories including G44, G47A, G47B, G52, G53 (PC2 Lab), the Class-10,000 cleanroom and the Class-100 cleanroom. This policy applies to all “unassisted” industry use of the laboratories except where approval has been provided in advance by the MCN Managing Director or Facility Manager.

BACKGROUND

The operations of MCN are predominantly funded by government grants and university/CSIRO stakeholder contributions. It is not commercially ethical to use these funds to subsidise industry clients or to undercut prices against local businesses which may provide similar services. The MCN has a published charging schedule for all client types (see published MCN Access and Pricing Policy). The table below summarises the charge rates for industry clients’ usage of MCN facilities and describes how charge rates are captured and billed to industry.

DESCRIPTION	HOW BILLING DATA IS CAPTURED	INDUSTRY RATE
Major Equipment	ACLS booking data	\$180 / hour
Minor Equipment and Lab Use	Client based reporting (see below)	\$80 / hour
MCN Staff Assistance	ACLS booking data	\$120 / hour
General Residency (by arrangement)	Advanced payment by agreement	\$1000 / month
Full Access Residency (by arrangement)	Advanced payment by agreement	\$4000 / month
Flagship equipment <ul style="list-style-type: none"> • Electron Beam Lithography • UV Lithography (excluding chrome mask) 	ACLS booking data ACLS booking data	\$300 / hour (\$2000 cap per run) \$100 / hour (\$800 cap per run)

CLIENT-BASED REPORTING

Industry clients will be billed for usage of the MCN general laboratories and Minor Equipment based on their own nomination of time spent in the facility. Any industry client who is working unassisted in the facility using general laboratory/cleanroom facilities and/or MCN Minor Equipment is required to submit a tally sheet (template provided below) by email to the MCN Managing Director within 5 calendar days after each month. Any/every entrance to the laboratory areas by an industry client should be recorded on the tally sheet by that client.

COMPLIANCE WITH ACLS BOOKING SYSTEM AND CLIENT BASED REPORTING

Security fobs are required to be used for entrance to and exit from the biology, chemistry and cleanroom laboratories at MCN. On a random basis, the entry/exit data (“Recorded Time”) from the fob-readers will be correlated against the tally sheets provided by clients to confirm compliance with this policy. If an inaccurate tally sheet is found to have been provided:

- In the first instance, the client will incur a cost of 2-times the published rate for the Recorded Time in the facility and will incur a suspension of MCN access privileges for 2 weeks.
- In the second instance, the client will incur a cost of 2-times the published rate for the Recorded Time in the facility and will incur a suspension of MCN access privileges for 6 weeks.
- In the third instance, the Managing Director will use his/her discretion in discussion with the client about continued access arrangements.

TEMPLATE FOR REPORTING ON UNASSISTED USE OF THE MCN LABORATORIES, CLEANROOMS AND MINOR EQUIPMENT

Name: _____

For the month of: _____

DATE OF USE	LAB ENTRY (TIME IN)	LAB EXIT (TIME OUT)	DETAIL OF ANY MAJOR EQUIP BOOKING (ITEM, BOOKED PERIOD)	CALCULATED USE OF MINOR EQUIP & LABS (HRS)
<i>e.g. 15/9/12</i>	<i>10:30</i>	<i>16:30</i>	<i>SEM, 1300-1500</i>	<i>4 (ie 6hr – 2 hr)</i>
TOTAL USE (HOURS)				

I, _____ declare that the data contained in this table represents a full and accurate record of the time that I have spent in the MCN laboratories and cleanrooms during the Month that is indicated above. I acknowledge that any failure to report all of my usage of the MCN facilities may result in the suspension of my access privileges at MCN and/or incur an increased charge for the usage recorded by MCN.

Signed: _____ Date: _____