

Biointerfaces Institute

User How To Guide for Infinity X

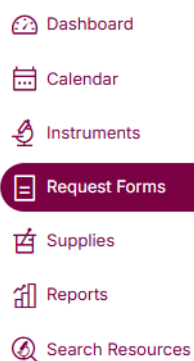
Login to Infinity X:

1. Navigate to the [McMaster Infinity X Login](#)
2. Select SSO
3. Enter your MacID and password
4. If you have access to more than one Core Research Platform, make sure the Biointerfaces Institute is selected in the facility dropdown menu located at the top right of your screen

Complete BI Attestation Form (formerly BI Training Form)

Login using your MacID and password as described above

1. Select the Request Forms on the lefthand side of the screen



2. Choose **BI Attestation Form**
3. You will be prompted to select your PI and enter in your chart string information
4. Please read through all the BI Entry Requirements and Training to ensure that you have completed all the requirements

This form is to be completed **AFTER completing the BI User requirements found on the **BI Website** (i.e. BI Training, Mosaic Training Record).**

1. BI Entry Requirements and Training

Individuals must complete required safety training modules to become authorized personnel, or "BI Users", and obtain independent access to the BI laboratory area.

1.1 McMaster Training

Required McMaster safety training for entry into BI (Containment Level) CL-1 labs is defined in the BI Training Matrix. Additional McMaster safety training may be required, depending on the user's work, the use of certain BI equipment and for entry into the CL-2 labs.

Review the Training Matrix on the BI Website and upload of a copy of your Mosaic training record to My Profile in Infinity X.

1.2 BI General Training

BI General Training highlighted many, but not all, BI policies and procedures. Other BI Policies may be required when working on-site. BI staff will inform BI Users if additional policies are needed. BI policies are available via the BI website.

It is the user's responsibility to review, read and follow BI Policies.

1.3 BI On-Site Training

To use BI equipment, BI Users must be trained on-site by BI Technicians. This may include training on equipment Standard Operating Procedures (SOPs).

To enter BI CL-2 labs, BI Users must complete an on-site orientation with a BI Technician to review relevant biological BI policies.

1.4 Additional Training

Workers should also be trained by Faculty Supervisors on the risks and hazards associated with their work, and review tasks, hazards and complete associated training requirements and SOPs before starting their work.

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5. You will then need to check each box under the User Declaration and sign at the bottom

2. User Declaration

While in the BI, the user agrees to the following conditions:

- I will adhere to all McMaster University safety policies, guidelines and manuals.
- I will monitor my McMaster safety training and provide updated Training Summaries to the BI as modules are renewed. I recognize that expired training will halt BI access.
- I have read the BI Policies listed above, as covered in the BI General Training. I will review additional BI Policies and Standard Operating Procedures (SOPs) as directed by BI Staff.
- I agree to only access BI facilities during my allowable working hours with my own keycard.
- I will adhere to all BI policies, procedures and equipment SOPs.
- I will not prop doors open or let unauthorized individuals into the facility.
- I will complete of the Visitor's Log when bringing visitors into BI laboratories. I will restrict visitors to regular working hours. I will consult with BI Staff prior to organizing visits from tours or media.
- I will wear BI required PPE and any other PPE necessary to do my work safely. I recognize that PPE will be provided by my supervisor.
- I will become familiar with BI emergency procedures and the location of emergency equipment.
- I will not use any piece of equipment without proper training from BI staff.
- I acknowledge that equipment training is subject to equipment usage rates and technician fees, and incorrect usage or constant assistance from BI staff may result in additional training charges.
- I acknowledge that usage of BI equipment and laboratory space is billable.
- I will report any broken or malfunctioning equipment to BI staff promptly. Any damage(s) to BI facilities or equipment that I am responsible for will be charged to my supervisor.
- I will seek permission from BI staff prior to storing or working with biological materials in the BI.
- If I am unsure of any policy or procedure, I will consult with BI staff.
- I am accountable for all my activities while working at the BI.
- I acknowledge that failure to comply with BI policies may result in infraction notifications, which can result in my suspension from the BI facility.

User Signature

Ⓞ

Sign above

6. Once all steps have been completed, click **Submit**

7. You will then have to wait for both PI and BI management approval prior to requesting training, you will receive an email from Idea Elan (Infinity X) when BI Management has approved

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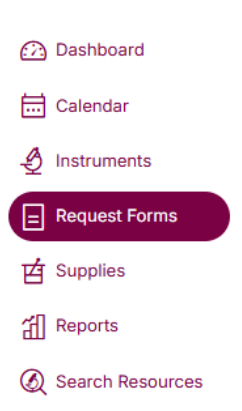
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Create a Training Request:

Training requests should only be made AFTER you have completed the BI Facility Access Form and it has been approved by your PI and BI Staff

Login using your MacID and password as described above

1. Select the Request Forms on the lefthand side of the screen



2. Choose **BI Training Request Form**
3. You will be prompted to enter in your chart string information
4. Fill out which equipment(s) you require training on the next screen to the best of your ability and then click submit

Request Forms > Form

Fill out the below form to the best of your ability. Do **NOT** complete this training request form until you have completed the BI Facility Access Form and it has been approved by your Principal Investigator (aka supervisor) and BI Staff.

Instrument Training Request

Information about the BI facility and equipment can be found on the BI Website.

Select the instrument(s) you require training or permission on:

Note: you only need to select one of the multiple instruments listed. For example, if you require training on a Biological Safety Cabinet (BSC), select any BSC. BI Staff will contact you to arrange training.

If you're unsure of the equipment you require training on, please provide details of your project below and BI staff will contact you.

Please provide your availability for training below. Staff from BI will contact you to arrange training.

Note: The confirmation box that shows upon submission of this form will show \$0.00. Training fees will be charged at the time of training.

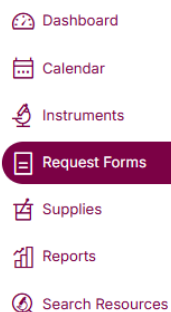
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Submit a Sample

Login using your MacID and password as described above

1. Select the Request Forms on the lefthand side of the screen



2. Choose **BI Sample Submission Form**
3. You will be prompted to enter in your chart string information
4. The screen below will appear, please make sure you read all the information and then choose the instrument(s) you wish to submit sample(s) for

Request Forms > Form

Thank you for choosing Biointerfaces Institute. Please review the information below.

Fill out the request form below, with as much information as you can. Please note, if you have more than one sample with similar properties, fill all the information on one form. If the sample is quite different, please submit an additional form.

A technician will contact you to arrange sample drop-off.

All data is stored electronically and the results will be emailed to you.

When testing is completed, you are expected to pick up your unused sample(s).

The BI houses many state-of-the-art instruments to support various research initiatives. Review the BI website for more information regarding available analyses.

Sample Submission Information

Select the instrument(s) below for BI Staff to process samples. If unsure, select "I don't know/instrument not listed" and describe your sample in the the box below.

Available Instruments:

- DLS and Zeta Potential Particle Analyzer (Malvern)
- Contact Angle
- FTIR Spectrometer
- X-Ray Photoelectron Spectrometer (XPS)
- MaXis 4G Mass Spectrometer
- MALDI
- High Pressure Liquid Chromatography (HPLC)
- Plate Reader
- Printers
- AFM
- I don't know/instrument not listed

5. Depending on the instrument you are submitting sample(s) for you will be prompted to provide additional information about your sample
6. Fill out to the best of your knowledge and click **Submit**
7. You will be notified by BI Staff via the form if there are any questions and timelines for completion

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Start and Stop a Session with a QR Code

All Sessions at BI must be started from a previous booking therefore follow the Use Existing process flow.

