

<p>SUBJECT: POLICY of CRCHUM core facilities; Section 1 - Internal management of activities and services.</p>	<p>POLICY N° 50 511</p>
<p>ADDRESSEE: Any CRCHUM's scientific core facility staff</p>	<p>Issued on : January 16, 2016 Revised on : April 29, 2021</p>
<p>ISSUED BY: Direction de la recherche (DR)</p>	
<p>APPROVED BY : Direction de la recherche (DR) et SIGNED BY: Vincent Poitout, Directeur de la recherche du CHUM et Directeur scientifique du CRCHUM</p>	<p>Date : April 29th, 2021</p>
<p>OBJECTIVE</p> <p>The purpose of this policy is to define the internal operating rules of the CRCHUM's scientific core facilities in order to maintain the management of activities consistent, organized and rigorous and allow easy, fast and professional access for all clients.</p> <p>1. TARGET AUDIENCE</p> <p>The staff including core facility's manager, employees (e.g. specialists) and scientific advisors that works on the different core facilities recognized by the CRCHUM.</p> <p>2. GUIDELINES</p> <p>The CRCHUM's core facilities have been established so that all CHUM researchers and research teams, as well as external clients, can benefit from shared, high-performance equipment and cutting-edge services to successfully achieve their research tasks. The CRCHUM management implements an organizational structure and establishes operational procedures for core facilities staff to standardize processes, facilitate work and ensure the quality of services offered.</p> <p>3. DEFINITIONS</p> <p><u>Core Facility Manager (RP):</u> Person responsible of the equipment and services and manages the core facility. At the Radiochemistry and Cyclotron core facility, the coordinator is responsible for logistics, purchasing, coordination of activities and supervision of technical staff. The term RP is retained in the policy to simplify the text.</p> <p><u>Scientific Advisor (CS):</u> Regular CRCHUM researcher associated with a specific core facility, who is involved in the development of this core facility and who can assist in its operational aspects. For the Radiochemistry and Cyclotron Facility, it is rather 1- the Facility Manager, who is responsible for operations and radioisotope production, as well as the development and quality of radiopharmaceuticals, and 2- the Facility Medical</p>	

SUBJECT: POLICY of CRCHUM core facilities; Section 1 - Internal management of activities and services.

POLICY N° 50 511

Director, whose mandate is to ensure the quality of radiopharmaceuticals administered to humans and the strategic development of the facility. The term CS is retained in the policy to simplify the text.

Core Facility Service: All research services, including laboratory and instrumental technical assistance, analytical assistance, and development and writing services provided by the core facility managers and employees to meet the internal and external needs of the research teams, for which they will be billed.

Equipment of the Core Facility: Core facility equipment are those primarily used to provide the requested service and results to a client (for example, a mass spectrometer). Some designated equipment may be used by clients on a self-service basis (rental).

Internal Client: Any equipment or service user being part of a research team in the CHUM, whether it is a researcher, an employee or a student. It also includes any user of equipment or service acting on behalf of another core facility of the CRCHUM.

External Client: Any equipment or service user part of a research team, whose researcher is not part of the CHUM or a user from an external company.

Senior Manager, Scientific Performance (GP): The person responsible for the overall organization and management of the core facilities.

4. POLICY STATEMENT

- 4.1 The staff of each of the CRCHUM's core facilities provides research services and equipment that meet the needs of its internal and external clients, according to its resources and area of expertise, after approval by the Scientific Associate Director - fundamental and translational research and the CRCHUM's Management. The staff works to satisfy clients and participates in the scientific development of services in collaboration with the CS.
- 4.2 Core facility staff complies with the operating rules (e.g. for billing) established by the Scientific Associate Director – fundamental and translational research and the CRCHUM Management.
- 4.3 Core facility staff shall ensure respect of the established scientific and ethical rules. They ensure optimal operation of equipment and the quality of services provided and results transmitted. They document the maintenance of equipment, quality controls and all other data demonstrating the quality and reproducibility of the work performed.
- 4.4 The RP manages samples and data with the highest quality standards established by the Institution. He/she ensures that all practices for Responsible Conduct of Research are followed.
- 4.5 The RP ensures that all facility staff are adequately trained to perform the required tasks. Job descriptions are up to date and a contingency plan is in place in case of a staff absence.
- 4.6 The RP ensures the continuous training of staff so that they are up to date in the field of activity and learn about new research avenues that could benefit their clients.
- 4.7 Confidentiality of results and collaboration with clients are respected at all times by all personnel platforms.

SUBJECT: POLICY of CRCHUM core facilities; Section 1 - Internal management of activities and services.

POLICY N° 50 511

- 4.8 The RP ensures that valid service agreements are in place for its internal clients and contractual agreements are in place for all clients outside the CHUM
- 4.9 The RP sees to the proper management of the facility for which he is responsible for, be it financial, human, material, documentary, logistical or other, in compliance with the established rules, particularly regarding the nature of service contracts. He writes and reviews internal procedures for the facility's clients. He ensures the transparency of the actions taken to the general organization of the facility and the diffusing of the procedures in place.
- 4.10 The RP works with the GP and the Scientific Associate Directorate- fundamental and translational research, so that procedures are standardized, optimized and advertised properly.
- 4.11 The RP works with the CRCHUM's Finance Department for everything connected to budgets, expenses, revenues and billing.
- 4.12 The RP participates in promotional activities and internal networking activities of the core facilities

5. PROCEDURES

Many procedures have resulted from this policy and are detailed in related documents.

6. REVISION

This policy shall be updated as required or within a maximum of five (5) years.

SUBJECT: POLICY of CRCHUM core facilities; Section 1 - Internal management of activities and services.

POLICY N° 50 511

APPLICATION

This policy becomes effective on the day of its approval by the Research Director of the CHUM.

Vincent Poitout, DVM, PhD, FCAHS

Research Director, CHUM and Scientific Director, CRCHUM