

## **OMNI Electron & Confocal Microscopy equipment charges from 1st January 2023**

### **Charges for Microscope use**

In July 2021 OMNI introduced a tiered fee structure that offers a reduced hourly rate for use of the electron microscopes for high users. Principal Investigators can choose whether to be charged at the casual hourly rate or select a pre-paid tiered fee.

### How the tiered fee structure works

- PIs select a tier based on their expected microscope use (within an OMNI unit)
- PIs complete the “Tier user application form.pdf” available from the OMNI website and submit this to the [omni.accounts@otago.ac.nz](mailto:omni.accounts@otago.ac.nz) email address
- The account number(s) provided will be billed the tiered fee amount up front
- This can be used for the PI’s entire lab group i.e. include several students/post-docs
- Equipment usage (hours) will be recorded from the booking system
- PIs will receive a monthly statement and be notified when maximum hours for the tier have been used up
- If more hours are needed they will continue to be charged at the same median hourly rate for that tier until the end of the year OR a new (higher) tier can be purchased
- Applies to a single calendar year but can start at any time of year (i.e. ends 31<sup>st</sup> December and does not carry over to the next year)
- No refunds/carry forwards unless equipment unavailable/broken (i.e. exceptional circumstances)

### Tiered fee rates

The table below shows the tiered fee charges for 2023.

<b>Full year microscope charges from Jan 2023</b>					
		HSD		Non-HSD	
Tier	No. hours	Cost	Median Hourly rate	Cost	Median Hourly rate
Casual	1	\$65	\$65	\$260	\$260
Tier 1	Up to 40	\$1600	\$53	\$6400	\$213
Tier 2	40 to 80	\$2650	\$44	\$10600	\$177
Tier 3	80 to 150	\$4650	\$40	\$18600	\$162
Tier 4	> 150 unlimited	\$7200	-	\$28800	-

### Examples of use to help you choose a Tier

h/week	No. weeks	total hours	Casual \$60/h	Tier / cost
4	12	48	\$2,880	2 / \$2,650
4	20	80	\$4,800	2 / \$2,650
8	20	160	\$9,600	4 / \$7,200
8	40	320	\$19,200	4 / \$7,200

### How to register for a tiered fee

Users must register to use the OMNI unit each year, as usual, using the existing registration form (see link from the webpage). To opt into the tiered fee system the PI needs to complete the "Tier user application form.pdf" available from the OMNI website and submit this to the [omni.accounts@otago.ac.nz](mailto:omni.accounts@otago.ac.nz) email address. You will need to provide the PI name, Department, OMNI unit (EM or CM), account code, Tier number and names of any associated students/post-docs/staff. Your account will be billed the Tiered Fee that month. From then on you will be sent a monthly statement of the microscope hours used.

### What the charges cover

For HSD users these charges are designed to cover 25% of the costs associated with the microscopes including maintenance, staff, occupancy and depreciation as per the DRIGG funding model. The HSD Schools pay for the other 75% of these operating costs. The new tiered fee system will be trialled until the end of 2023 and reviewed regularly during that time. Should use of the microscopes decline and result in a decrease in income we will have to return to the casual hourly rate system in order to meet our 25% income target.

### Non-HSD user rates

Non-HSD users that are not subsidised by HSD funding may also opt into the tiered charging option but the rates will be 4 times those listed above. We hope this will make it easier for non-HSD users to predict costs and apply for further funding from their respective Divisions to support their microscopy research.

### Charges for staff time

There is no charge for EM staff time spent training users to operate the microscopes or prepare samples. Staff time will be charged for if they are operating the microscope or preparing samples for users (\$20/h HSD; \$80/h non-HSD; \$160/h external).