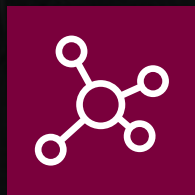


# Imaging Materials for a Brighter World

CANADIAN CENTRE FOR ELECTRON MICROSCOPY  
USER ACCESS POLICY FY25.1

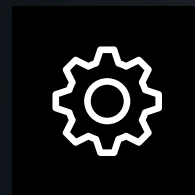
**BREAKTHROUGH  
MATERIALS  
RESEARCH**



**LEADING IN  
EDUCATION AND  
TRAINING**



**PROVIDING  
SPECIALIZED  
SERVICES**



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## Acronyms Defined

CCEM	Canadian Centre for Electron Microscopy
CRP	Core Research Platform
OVPR	Office of Vice President Research
RCI	Research Centres and Institutes

The Canadian Centre for Electron Microscopy (CCEM) is a Core Research Platform (CRP) and Research Centre and Institute (RCI) of McMaster University. It operates a user access program, where members of the McMaster University community, and others from academia, industry, and government laboratories may utilize CCEM resources and services to advance their research and development efforts.

This *CCEM User Access Policy* defines the terms, roles, and responsibilities of the CCEM's user access program.

## 1. Definitions

User	An individual or organization that engages with CCEM to further research, development, or education.
In-person User	An individual whose engagement with CCEM infrastructure requires that they be physically present on site at CCEM.
Independent User	A user who the CCEM has deemed to have sufficient training on an instrument or in a laboratory process so as to be granted access for independent use / operation of the instrument/process by the CCEM. Access may or may not be limited to daytime hours.
Trainee	A user in the process of undergoing training by CCEM staff toward becoming an independent user.
Supervisor	The academic faculty member, group leader or other individual responsible for directing user research operations and administering funding to cover usage fees.
Visitor	Any individual, not directly involved in CCEM access as a user or customer, who enters the facility in-person, typically on invitation from a CCEM staff or user.
University	McMaster University, unless otherwise named.
Academic	A university or other educational institution.
Industry	An organization of private enterprise, or a government laboratory.
Customer	Any user responsible for payment of any fees incurred.
Staff / CCEM Staff	Employees of CCEM / McMaster University.
CCEM Facilities	CCEM staff services or CCEM's physical infrastructure (equipment, laboratories, or instruments).
Equipment	Infrastructure housed within CCEM and operated by users or staff.
Instrument	Any major equipment operated at CCEM, typically referring to electron, ion, or x-ray microscopes.
Laboratory	The working spaces containing CCEM instruments or equipment.

Supply(ies)	Consumables or other minor items used at CCEM, which have associated costs.
Usage	Operation or occupation of CCEM equipment and/or supplies.
Session	A period of time, typically booked in advance, during which usage of CCEM equipment by staff and/or users takes place.

## 2. CCEM Access

### 2.1 User Eligibility

CCEM accepts as eligible users students, faculty, professionals engaged in academic research or education, industry or government employees engaged in research and development activities. CCEM equipment and laboratories may be accessed as: (i) an independent user, (ii) a trainee, (iii) a customer seeking service work from CCEM staff.

A user must be in good standing with CCEM and McMaster University, and not present any perceived risk to the safety, security, or reputation of McMaster University, CCEM, its staff or its users. CCEM reserves the right to seek guidance from Office of the Vice-President, Research (OVPR) on user eligibility concerns, and act in accordance with its directives.

### 2.2 Appropriate Use

Appropriate use of CCEM and its staff services, equipment, laboratories, or instruments (collectively referred to as "CCEM facilities") are research, analysis, technology development, education, and scientific outreach.

Activities should not result in any purposeful damage, harm, or unauthorized modification to CCEM facilities. CCEM management reserves the right to determine if a given activity constitutes inappropriate use of the facility.

Use of CCEM does not grant a user or organization the right to use the logos, marks or names of CCEM, nor McMaster University, for any purpose without prior approval from CCEM management and/or McMaster University, as appropriate.

### 2.3 Availability of Equipment and Services

CCEM will make a reasonable effort to ensure equipment and services are available for use and can be accessed within a reasonable time. However, CCEM bears no responsibility for meeting customer-directed expectations on availability, unless otherwise explicitly agreed upon. CCEM is not liable for disruptions caused by equipment malfunction, staff unavailability, or other conditions or events outside of its control.

### 2.4 Prioritization of Access

CCEM maintains the right to set schedules and re-organize sessions to balance the varying demands on its resources, and best fulfill its strategic mandate. Barring other factors, work will be prioritized on a "first come, first served" basis, and reasonable attempts will be made to avoid rescheduling equipment bookings or other planned work.

## 2.5 Access Fees

As a core facility of McMaster University, CCEM aims to recover costs through structural funding from McMaster as well as other sources, and with a portion of its funds coming through fees paid by its users. As such, CCEM charges fees to its users commensurate with their use of the facility and its resources. This includes, but is not limited to, equipment and staff time, and supplies consumed as part of usage.

Access to CCEM requires acceptance on behalf of the customer for the payment of fees incurred by usage. Timely payment of CCEM invoices is required to maintain user eligibility.

## 2.6 Terms of Use

The *CCEM Terms of Use* defines the relationship between CCEM and its users and outlines the principles and standards for CCEM operations. Personnel must adhere to all University policies, rules and regulations and all laws, ordinances, rules and regulations, set by the Government of Canada, Province of Ontario, and City of Hamilton.

Further to this, the *CCEM Terms of Use* details a code of conduct that all personnel are required follow when conducting research, training, or other activities at CCEM. Compliance with both the letter and spirit of this code is mandatory for all personnel, and failure to comply may result in loss of access to CCEM facility and/or services.

Agreement to the *CCEM Terms of Use* is made as part of (a) user signup for CCEM, (b) acceptance of terms and conditions for a CCEM service quotation, (c) a McMaster University Equipment Use Agreement involving CCEM, or (d) a McMaster University Contract for Services involving CCEM.