

Surname Name: _____ First Name: _____
Phone: _____ Ext: _____ Cell: _____
E-mail: _____ WHMIS (attach copy of certificate) _____
Faculty: _____ Department: _____
Building: _____ Room: _____
Position: Faculty: _____ Grad Student: Masters _____ Ph.D. _____ Post Doc _____
Undergrad _____ Staff _____ Visitor _____
Name of Supervisor: _____
Phone No: _____ Ext: _____ E-mail: _____
Research Topic/Title: _____

AGREEMENT

Student/User

1. I certify that I have been allowed to access the instrument(s) within the CCEM.
2. I will adhere to all the regulations of the CCEM facility and assume responsibility, financial and otherwise, for any damage I may cause to any equipment or facility due to gross and repeated negligence on my part.
3. I acknowledge that I have read the Access Rules on the back page and will retain a copy.

User's signature: _____ Date: _____

Supervisor/Account Holder

1. I guaranty that the activities contemplated will not infringe on intellectual property rights of third parties.
2. Academic rates apply exclusively to NSERC funded projects. All other projects will be charged non-academic rates.

Please indicate: NSERC Funds _____ Non-NSERC Funds _____

3. I certify that funds are available to cover any charges for the above equipment/facilities use.

I understand that billing will follow the regulations posted by the Canadian Center for Electron Microscopy (CCEM), and are subject to changes.

4. I agree to provide copies/references of any publications that include material obtained at the CCEM to the Centre's manager. Publications should include the following acknowledgement:

"The electron microscopy research described in this paper was performed at the Canadian Centre for Electron Microscopy at McMaster University, which is supported by NSERC and other government agencies."

Supervisor's signature: _____ Date: _____

Account holder name (if different from supervisor): _____

Account holder's signature: _____ Date: _____

CCEM EQUIPMENT ACCESS RULES

Training and Reservations

Training is done by the CCEM staff. Students will be evaluated for proficiency before being allowed independent access to the instruments (see below). Students classified as A or B users will be given access to an on-line scheduler, available at <https://ccebbooking.mcmaster.ca>. Please contact CCEM staff to be added to the list. Do not share your account.

PROFICIENCY TO BE ESTABLISHED BY THE INSTRUMENT CUSTODIAN IN CONSULTATION WITH THE CCEM MANAGER

A – are knowledgeable operators of an EM, its peripheral equipment, sample preparation and able to recognize minor problems. Knowledgeable operators are encouraged to work in the evenings (after 1800) and weekends, with no time restrictions. They can request an access key-card for the CCEM from the instrument specialist (prior to the reserved session), which must be returned the next working day. Do not share this access key and card.

B - users can operate the instruments during regular working hours so that a specialist is available for assistance, whenever needed.

C - users that must have supervision from the instrument specialist at all times (sample preparation and analysis). Thus, sessions on the instrument should be booked through the instrument specialist.

Daytime and after hours rates

Instrument and technical time will be charged at full academic and industrial rates, which are specific for each instrument. Any other arrangements must be made with the CCEM manager.

Use of reservations

Reserved session on instruments must be fully used, charged will be made according to the time reserved. Do not book more time than needed. If an instrument is reserved and not used, others are prevented from having access to the instrument.

Unused reservation

Failure to show up for a session will result in being charged for the total time reserved. A session that is not used within 15 minutes of the start may be given to another user.

Cancelled reservation

A reserved session that is cancelled at least 24 hours in advance of the start of the session will not be charged. Cancellations within 24 hours will carry a one-hour penalty, as other users are prevented from making reservations for the same at time period. Failure to show up for a booked session will result in being charged for the total time reserved.

Sample Preparation

Users are responsible for preparing their samples before the scheduled session. Please seek advice from the CCEM staff, prior to preparing samples.

Data and Images Obtained

Users are responsible for their own data. Network Drives are solely for the transfer of data not storage. Due to the prevalence of computer viruses, portable storage devices, such as USB keys and portable drives, cannot be used on instrument computers.

Machine downtime

Service periods will be noted in advance in the booking system, whenever possible. Attempts will also be made to mark unexpected downtimes. A user may request a waiver of the charge if the equipment is faulty, but not marked as down.

Report of equipment problem

Report problems with an instrument to CCEM staff immediately, otherwise you will be charged for your session. If a problem occurs during an after-hours session and a staff member is not present, users must write a legible description of the problem and leave a note to inform the CCEM staff the next day. The CCEM manager will evaluate if the usage charge should be reviewed as a result of the problem reported.

Questionable charges

Contact the CCEM manager, asap, to discuss any questionable charges. Adjustments must be completed within a reasonable time to comply with policies.

Publication/Authorship Policy

The CCEM provides microscopy services on a fee-for-service basis. Hands-on training of users and instrument maintenance are the responsibility of the CCEM staff. Data interpretation is the responsibility of the user. The CCEM should be acknowledged in publications, which include microscopy results (see access form). Co-authorship should be considered when the microscopy results are obtained by CCEM staff and require significant scientific or intellectual input.

EQUIPMENT HOURS

Daytime and after hours equipment access

Weekdays daytime hours are specified below. Evening and weekend access hours are available upon approval by the appropriate instrument custodian and/or the CCEM manager subject to CCEM Policies and SOPs (e.g., CCEM SOP GEN-4 Access to CCEM Facility).

Class A and B users will be given access to the on-line booking system. Class C users must book instrument sessions through an instrument specialist.

SEMs

Sample preparation including heavy metal/carbon coating - 0900 to 1800, Mon-Fri

All SEMs – 0900 to 18:00, Mon-Fri

TEMs

Sample preparation - 0900 to 1700, Mon-Fri

All TEMs – 0900 to 1700, Mon-Fri

Light, Confocal or Atomic Force Microscopes

0900 to 1700, Mon-Fri

I HAVE READ THE CCEM RULES:

SUPERVISOR'S INITIALS _____

STUDENT'S INITIALS _____