

# User Agreement

## Huson Nanotechnology Core Facility

### I. Required safety and instrument training

HNCF is subject to UofL Department of Environmental Health and Safety (DEHS) regulations. HNCF maintains a Chemical Hygiene Plan and Material Safety Data Sheets.

HNCF is required to train users (prior to any user activity in the lab) in the unique lab safety procedures. All users are required to take any mandatory safety training offered by DEHS as soon as their next training session is open.

In consultation with the HNCF Lab Manager determine and schedule the appropriate instrument or process training that you need. Upon acceptable completion of the training, the Lab Manager will provide the appropriate approval, user account, FOM access, card access to HNCF, etc.

### II. Obtaining permission to use HNCF instruments or capabilities

Have the Sponsoring Faculty Member/Principal Investigator who is responsible for your research project sign this form.

Bring the completed form to the Lab Manager and obtain training and/or permissions for the instruments or capabilities that you want to use. Training will only be provided after the sponsoring faculty member has made arrangements to cover the required user fees. (See Sec. IV)

While working in HNCF, always consult the Lab Manager with any questions, about instrument operation, features or settings, chemical process, etc.

### III. Loss of privileges

Privileges can be revoked for various reasons related to human and instrument safety, e.g.

- a. Not following UofL and HNCF safety procedures.
- b. Bringing chemicals into HNCF without approval of the Lab Manager.
- c. Using equipment for which you are not authorized,
- d. Not immediately reporting to the Lab Manager any damage, error messages, or unusual loss of performance observed during your session.
- e. Not following proper instrument use policies.
- f. Leaving instruments or equipment in improper mode or condition after use.
- g. Not accurately filling out usage log books.
- h. Unauthorized access to HNCF.
- i. Providing building, lab or instrument access to others without approval by Lab Manager
- j. Taking other users' scheduled time slots.
- k. Not arriving for a scheduled time slot with no advance cancellation.

### IV. Financial responsibilities of the Sponsoring Faculty Member

HNCF is a UofL authorized service center that partially recovers its operational expenses through user fees. HNCF charges a fixed, non-negotiable rate established by UofL. The Sponsoring Faculty Member (SFM) agrees to:

- a. Cover service fees for the user listed on this form. Currently the service fee is \$1,500 per faculty per year for 1-2 students plus \$750 for each additional student. These fees allow users unlimited access to all instruments in HNCF (SRB 106).
- b. The SFM will seek to provide repair costs if the instrument is damaged due to misuse and/or negligence by the sponsored user.

**Sponsored User:** (Print) \_\_\_\_\_

(Date) \_\_\_\_\_ (Signature) \_\_\_\_\_

**Sponsoring Faculty Member:** (Print) \_\_\_\_\_

(Date) \_\_\_\_\_ (Signature) \_\_\_\_\_