

NanoTools Facility Internal User Agreement

New Application
 Update Application

Date: _____

1. User Information:

Last Name	First Name	Middle Initial	
Position Title	Faculty Advisor		
Home Department	Phone Number		
Brown Username (AuthID)	Brown Email		
If Grad Student, indicate Grad School Start Date	Expected Completion or Departure Date from Brown		

2. Default Account Information:

Account Driver WorkTag	Account PI or Responsible Person		
Program WorkTag (if applicable)	PRG	Account Department	
Assignee WorkTag (if applicable)	A	Account Funding Agency	
Additional WorkTags	Account Expiration Date		
Account Description			
If Default Account PI is NOT the user's Faculty Advisor, please explain			

3. Environmental Health & Safety Compliance:

By initialing here _____ I certify that I have attended and will remain current on the required Brown University EHS training, which is required for ALL personnel who enter the NanoTools Facility.

Have you Completed and remain current on the following EHS Training?

Required for General Use	Required for General Use	Required for Witec Raman Use	Required for Bruker XRD Use
Lab Safety Training Yes <input type="checkbox"/> No <input type="checkbox"/>	Hazardous Waste Training Yes <input type="checkbox"/> No <input type="checkbox"/>	Laser Safety Yes <input type="checkbox"/> No <input type="checkbox"/>	Radiation Machine Safety (X-ray) Yes <input type="checkbox"/> No <input type="checkbox"/>

IMNI Administrative Use

Next Lab Safety Training Due:	Next Hazardous Waste Training Due:	Next Laser Safety Training Due:	Next Radiation Machine Safety Training due:
		LSO-2 Form completed? Date:	RSO-25 Form completed? Date:

4. Description of Research Project:

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5. Instrumentation (indicate which of the following you intend to use):

	INSTRUMENT	LOCATION	IMNI Administrative Use		
			USER CODE	ISSUE DATE	ISSUED BY
<input type="checkbox"/>	Bruker D8 Discovery – Hi Res XRD	Prince Lab 104			
<input type="checkbox"/>	Bruker D8 Discovery - 2D XRD	Prince Lab 104			
<input type="checkbox"/>	Bruker EMX+ - EPR Spectrometer	Macmillan 107			
<input type="checkbox"/>	Asylum MFP-3D Origin - AFM	Macmillan 107			
<input type="checkbox"/>	Witec Alpha 300 - Raman Microscope	Macmillan 107			
<input type="checkbox"/>	Research Engineer Time (to conduct runs on your behalf)				
Have you been trained to use any of the above instruments before?				Yes <input type="checkbox"/>	No <input type="checkbox"/>
Explain which instruments and where:					

NanoTools Facility Internal User Agreement

I hereby apply to use the IMNI NanoTools Facility and agree to the following:

1. Laboratory Orientation and Instrument Training will be scheduled by NTF Research Engineer via e-mail or phone. The training session must be completed within 30 days of this application or this application will need to be resubmitted with current information. I agree to review the current NTF Rate Schedule and understand there will be an Initial Training Fee. Information on rates and fees can be found at www.brown.edu/IMNI/CoreFacilities/NanoToolsFacility.
2. I certify that I have attended the required Environmental Health & Safety training sessions: Laboratory Safety Training, Hazardous Waste Training, Laser Safety Training (required for use of the Witec Raman), and Radiation Machine Safety Training (required for use of the Bruker XRDs). I will maintain compliance with these training requirements that are mandatory for all NTF users. I understand that a lapse in training will result in the suspension of access privileges until training has been completed.
3. During the NTF training, I will be shown the location of the safety supplies and Material Safety Data Sheets of the most common chemicals used in the facility and the equipment. I will download the NTF Chemical Hygiene Plan from www.brown.edu/IMNI/CoreFacilities/NanoToolsFacility. I agree to read and familiarize myself with these documents and with the properties and risks of any chemicals used in the NTF. **Please initial here:** _____
4. I agree to report instrument malfunctions or facility issues immediately to the NTF Research Engineer via email at: Hector_Garces@brown.edu.
5. I agree to use my Brown University Identification Card as an access card to enter the facility and to supply information allowing the customary charges to be made for my use of the equipment and supplies. I will not share my ID Card or allow access to other user my access codes.
6. I understand that I will be added to NTF email list, instrument reservation calendars, and temporary data storage system (as applicable). I understand I am responsible for my research data, and I agree to transfer my data from the temporary data storage system within 30 days.
7. I agree to provide any updated information on this agreement to the IMNI Administrative Office via email at: IMNI@brown.edu. I understand the expiration of the default account number will result in removal of my access privileges until an updated account has been provided.
8. I understand that failure to abide by these terms may result in losing the privilege of using the facility either temporarily or permanently and my advisor or supervisor being notified of the reason(s).
9. I hereby grant permission to Brown University and its representatives to take photographs or videos of me and/or to make recordings of my voice in the Electron Microscopy Core Facility and agree to the conditions outlined in the [Brown University Image Use General Consent and Release Form](#).

User's Name (Please Print)	User's Signature	Date
Advisor's Name (Please Print)	Advisor's Signature	Date

IMNI Administrative Use Only

Fund Approval (Initial & Date)		Safety Approval (Initial & Date)		Research Approval (Initial & Date)	
Building Access	Macmillan Hall	Already has access <input type="checkbox"/>	Needs access <input type="checkbox"/>	Access Control Date	
	Prince Lab	Already has access <input type="checkbox"/>	Needs access <input type="checkbox"/>	Access Control Date	
Brown Group		Date Added	Brown Group		Date Added
<input type="checkbox"/>	imni-NTF-Asylum_AFM_Users@brown.edu		<input type="checkbox"/>	imni-NTF-XRD-HiResSystemUser@brown.edu	
<input type="checkbox"/>	imni-NTF-EPR_SpectrometerUsers@brown.edu		<input type="checkbox"/>	imni-NTF-NanoToolsFacility_All_Users@brown.edu	
<input type="checkbox"/>	imni-NTF-RamanSystemUsers@brown.edu		<input type="checkbox"/>		
<input type="checkbox"/>	imni-NTF-XRD-2DSystemUsers@brown.edu		<input type="checkbox"/>		
<input type="checkbox"/>	Info added to NTF User Profile		<input type="checkbox"/>	Agreement to User & Faculty Advisor	
<input type="checkbox"/>	Isilon Folder created for temp storage (XRDs)		<input type="checkbox"/>	Agreement to Dept Account Person	
<input type="checkbox"/>	User invited to access Reservation Calendar		<input type="checkbox"/>	Agreement to Research Engineer	