**Accessibility Form to use NanoBrook Omni instrument**

MUST BE SUBMITTED AND APPROVED PRIOR TO TRAINING OR ANALYSES

|  |
| --- |
| Applicant Information (Please fill in BLOCK letters) |
| Name (First/Last):  |
| Designation (ex., Undergraduate, Ph.D., PDF, etc.) | Phone: |
| Email address: |
| Department/Company:  | McGill ID: |
| Supervisor/P.I.’s Information |
| Name (First/Last):  |
| E-mail: | Phone: |
| FOAPAL number to be charged/ PO#:  |
| Facility Training Available/Required/Service |
| □ Particle size  | □ Zeta potential only | □ Zeta potential with autotitrator |
| **Sample Information for Particle size application** |
| Sample identification : |
| Sample form: dry powder □ , concentrate □ solution □ mg/mLComposition:Shape: Spheres □ Rods □ Plates □ Other □Expected size range (μm): (ex;1-100, 0.01-1,etc.)Expected mean size:Type of mean size: Number □ Area □ Volume □ Intensity □ Upon which basis are your expectation made? Experience □ Theory □If prior measurement was made, state the instrument or technique used.­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Sample media :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Viscozity (cP) \_\_\_\_\_\_\_\_\_ Density (g/mL) \_\_\_\_\_\_\_\_\_\_\_\_\_\_Special instructions for handling and/or disposal : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Sample Information for Zeta Potential measurements |
| Sample identification : |
| Sample form: dry powder □ concentrate □ solution □ \_\_\_\_\_ mg/mLComposition:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Expected mobility or zeta potential with units:Upon which basis are your expectation made? Experience □ Theory □If prior measurement was made, state the instrument or technique used.­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Sample media :\_\_\_\_\_\_\_\_\_\_ Media physical properties:Viscozity (cP) \_\_\_\_\_\_\_\_ Density (g/mL) \_\_\_\_\_\_\_\_ Refractive index \_\_\_\_\_\_\_\_ Dielectric constant \_\_\_\_\_\_Special instructions for handling and/or disposal : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Work to be performed by: staff □ student □ |
| Agreement |
| Applicant: I have read, understood and agreed to comply with the terms and conditions in Part 2 of this form. I understand that any violation could result in my being barred from entry and/or use of facilities in future. |
| Supervisor/PI: I have completed the Supervisor/P.I.’s Particulars of this form. I have read and agreed to the Part 1 of this form and Charging Scheme appended with this form. I am agreeable with my student/staff to apply to use the QCAM facilities. I am agreeable with the occurring fees to be charged to my funding account. |
| Signature of applicant: | Date: |
| Signature of Supervisor/PI: | Date: |

**PART 2: McGill Chemistry Material Characterization Facility**

**Access and training:**

1. Users must undergo mandatory training in order to obtain instrument access. Training sessions must be arranged individually with the facility supervisor. Once the training requirements have been met, users are eligible to reserve and use the NanoBrook Omni instrument.

2. Applicant is required to submit the **accessibility form-part 1** in order for the user account to be registered into the online booking system. The supervisor/PI is required to sign the form and accepts the terms and conditions in using MC2 facility.

3. Applicant is required to schedule the training with MC2 facility staff and should study the provided training material prior to the training.

4. A follow-up session under the supervision of MC2 staff is required by the trainee, in order to become a proficient and independent user.

5. Applicant will only be granted independent user status until he/she has passed the qualification exam on the trained equipment. The user will then have access to the online system (<https://faces.ccrc.uga.edu/>) to book instrument time and will be allowed to use the instrument independently.

6. Users’ independent status may be revoked and the user may be barred from the facility when he/she is found in violation of the facility rules of conduct, damaging instrument with reckless activities and failure to pay the bill on time.

7. The MC2 facility working hours is 8:00 am to 7:00 pm, Monday to Friday. Only authorized proficient users are allowed to book and conduct experiments during the off-hours period.

**Rules of conduct**

1. Only independent users who have been authorized by MC2 facility staff are allowed to use the equipment by themselves.

2. The independent users can book the equipment through the “Faces” scheduling system for themselves only. For scheduling rules relating to individual instruments, the user needs to check with MC2 staff.

3. User should follow the instructions and operate the instrument with great care. User is NOT allowed to change/remove equipment, change configuration or modify computers settings.

4. The MC2 facility provides consumables for a low fee. If the user wants to bring their own, he/she must verify with MC2 staff the consumables provided are compatible with the instrument requirements before its use.

5. User and the supervisor/PI will be held responsible for costs incurred due to damage from improper operation and reckless activities on the instrument.

6. In case of any abnormal condition of instrument, user should stop using the instrument and inform MC2 staff immediately.

7. User should record time of usage, type of experiment (DLS, Zeta Potential with/without using the autotitrator unit) and number of runs in the logbook when finished.

8. User is expected to follow the safety regulations and wear PPE (labcoat, gloves and goggles) when working in MC2 facility. Smoking, eating or drinking is prohibited in the lab.

9. User is required to clean the workspace and restore the equipment to prior condition after usage. User must dispose of the waste in compliance with safety regulations.

10. Users must work together to maintain a clean and safe lab environment. User is required to report to MC2 staff immediately of any breakage / spill / malfunction / injury.

11. MC2 facility will NOT be liable to any injury occurred in MC2 facility. All users should obtain safety trainings as required by McGill Environmental Health and Safety (EHS) and any other trainings relevant to their project. Obtaining required and other relevant safety trainings by McGill EHS is the sole responsibility of the user and their PI or faculty member.

**Payments and acknowledgments**

1. The charging scheme of using the MC2 facility is attached with this form.

2. The user/PI/supervisor will be invoiced every four months for their usage and is expected to pay the bill promptly.

3. The user/PI/supervisor who fails to pay the bill within thirty (30) days from the date of invoice will be suspended for using the MC2 facility until the bill is cleared.