

# MILab – Microscopy and Imaging Laboratory

## Access and training

1. Users must undergo mandatory training in order to obtain instrument access. Separate training is required for each instrument. Training sessions must be arranged individually with Mohini Ramkaran. Once the training requirements have been met, users will be granted access to the booking schedule and facility.
2. Applicant is required to submit the **accessibility form-part 1** for the user account to be registered into the online booking system. The supervisor/PI also needs to sign the form and accepts the terms and conditions in using the MILab.
3. A follow-up session under the supervision of the MILab staff is required for the trainee in order to become a proficient and independent user.
4. Applicant will only be granted independent user status once he/she is deemed competent on the trained equipment by MILab staff. The user will then have access to the online system (<https://faces.ccrcc.uga.edu/>) to book instrument time and will be allowed to use the instrument independently.
5. 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.

## Rules of conduct

1. Only trained and competent users who have been authorized by MILab facility staff are allowed use the equipment independently.
2. The independent users can book the equipment through the "faces" online system for themselves only and show up to their scheduled session on time.
3. The MILab prime-time hours are 9:00 am to 6:00 pm, Monday to Friday. Only authorized proficient users are allowed to book during off-hours. There are no scheduling restriction during off-hours. Booking is mandatory for all instrument usage.
4. Scheduling can be done no more than two (2) weeks ahead of time as of the current week. Users can book up to 9 hours/week in a single session or multiple sessions during the prime-time hours. Additional time may be added if there is availability on the instrument as of the Monday of the same week.
5. User should follow the instructions set forth by MILab staff and operate the instrument with great care. User is NOT allowed to change/remove equipment, change configuration or modify computers settings.
6. User and the supervisor/PI will be held responsible for costs incurred due to damage from improper operation and reckless activities on the instrument.
7. In case of any abnormal condition of instrument, user should stop using the instrument and inform MILab staff immediately.
8. User is required to record their time of usage in the logbook.
9. User is expected to follow the safety regulations when working in MI facility. Smoking, eating or drinking is prohibited in the lab.
10. User is required to clean the workspace and restore the equipment to prior condition after usage. User must dispose of waste in compliance with safety regulations.
11. Users must work together to maintain a clean and safe lab environment. User is required to report to MILab staff immediately of any breakage / spill / malfunction / injury.
12. MILab will NOT be liable to any injury occurred in MI facility. All users should obtain safety trainings as required by McGill Environment, 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 MI facility is attached with this form.
2. The user/PI/supervisor will be invoiced bi-annually 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 MI facility until the bill is cleared.
4. The user is required to acknowledge the use of MILab in publications and presentations. The following general facility acknowledgement may be used:

“We would like to thank the McGill Chemistry Microscopy and Imaging Lab (MILab) for assistance and use of their facility. The operation of MILab and their staff is supported by the Quebec Center for Advanced Materials (QCAM).”