

PART 1: MILab Accessibility Form

MUST BE SUBMITTED AND APPROVED PRIOR TO TRAINING OR ANALYSES

Date (mm/dd/yy):	
Applicant Information (Please fill in BLOCK letters)	
Name (First, Last):	
Designation (ex., Undergraduate, Ph.D., PDF, etc.):	Phone:
Email:	
Department/Company:	McGill ID:
Supervisor/P.I.'s Information	
Name (First, Last):	
E-mail:	Phone:
FOAPAL (McGill users only):	
Sample information	
Material description: Size: Shape: Structure:	
Substrate description: (eg. Mica, HOPG, SiO ₂ , glass, etc.) Dimensions (W x L x H in mm):	
SPM/EM investigation	
Work to be performed by: <input type="checkbox"/> Student (mandatory training required) <input type="checkbox"/> Staff	
Measurement and environmental conditions: SPM/EM mode: Image size: Number of scans/sample: Environment (air, fluid, variable humidity, heating):	
Aim of investigation: What do you hope to learn? What features do you need to see?	
What is your experience level with SPM/EM? (include previous instrumentation used)	
Agreement	
<u>Applicant</u> : I have read, understood and agreed to comply with the terms and conditions in Part 3 of this form. I understand that any violation could result in my being barred from entry and/or use of the facility in the future.	
<u>Supervisor/PI</u> : I have completed the Supervisor/P.I.'s particulars of this form. I have read and agreed to Part 3 of this form and charging scheme appended. I am agreeable with my student/staff to apply to use the QCAM facilities and with the occurring fees to be charged to my funding account.	
Signature of applicant:	Date:
Signature of supervisor:	Date:
CLASS: Multimode 3 <input type="checkbox"/> Multimode 8 <input type="checkbox"/>	USER: MFP3D <input type="checkbox"/> CYPHER <input type="checkbox"/> LVEM5 <input type="checkbox"/>
ACCESS: Restricted <input type="checkbox"/> AHA <input type="checkbox"/>	Activation date: _____ Termination date: _____

PART 2: Rate Chart for the MILab

MILab provides access to state-of-the-art instrumentation in advanced material research. We work hard to cut operating cost in order to offer users access to these instruments at a reasonable rate. Nonetheless, user recharge fees are necessary in order to cover maintenance and/or annual service contracts required to keep our instruments running at top-performing conditions.

USAGE FEES			
	INTERNAL	EXTERNAL ACADEMIC	EXTERNAL
	McGill QCAM members	Non-QCAM members (McGill) and other academia (QCAM & non-QCAM)	Industry
TRAINING (On-line and Off-line)	\$50/user	\$100/user	\$150/user
	\$90/group [†]	\$150/group [†]	\$200/group [†]
WITH OPERATOR SERVICE (Prime-time hours) [‡]	\$30/hour	\$80/hour	\$250/hour
WITHOUT OPERATOR SERVICE (Prime-time hours) [‡]	\$15/hour	\$30/hour	\$125/hour
WITHOUT OPERATOR SERVICE (Off-hours) [♦] - <i>for McGill users only</i>	\$12/hour	\$15/hour	N/A
ANNUAL RATE (Unlimited service without operator) [♣]	\$2800/year ¹	\$4200/year ²	TBD
CONSUMABLES FEES			
Tapping mode (TM) probes	\$20/probe		
Contact mode (CM) probes	\$35/probe		
Microlevers (CM, TM fluid)	\$40/probe		
Scan Asyst (Air or Fluid)	\$40/probe		
Specialized or sharpened probes	TBD on current market value		
TEM grids (Cu-300CN or Cu-300HD)	\$10/grid		
SEM stub (thin 0.5mm or thick 1.0mm)	\$20/stub		
Substrates (eg. Mica, HOPG, Si/SiO ₂)	To be provided by user		
AFM probe storage box	\$5/each		

[†] Maximum 2 people per group.

[‡] Monday – Friday 8 am – 6 pm (without operator); 8:30 am – 4 pm (with operator).

[♦] Weekday off-hours (6 pm – 8 am), weekends and holidays.

[♣] “Unlimited” usage is subject to instrument availability and the scheduling rules of conduct outlined in Part 3 of this form.

¹ Above 187 hrs service WITHOUT operator, annual rate is beneficial. Training is not included.

² Above 140 hrs service WITHOUT operator, annual rate is beneficial. Training is not included.

PART 3: 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 8:00 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. Food and drinks are 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 quarterly (April 1 – March 31) 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)."