

PART 1: TAS – McGill Chemistry Material Characterization Facility (MC²lab)

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 Petr Fiurasek. Once the training requirements have been met, users are eligible to reserve and use these instruments.
2. Applicant is required to submit the **accessibility form-part 2** in order for the user account to be registered into the online booking system. The supervisor/PI is required to sign the form and accept 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.ccrcc.uga.edu/>) to book instrument time and will be allowed to use the instrument independently.
6. User's 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 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. The MC² facility working hours are 8:00am to 7:00 pm, Monday to Friday. Only authorized proficient users are allowed to book during the off-hours period.
4. User should follow the instructions and operate the instrument with great care. User is NOT allowed to change/remove equipment, change configuration or modify computer settings.
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 either time of usage or # 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 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 MC² facility is attached with this form.
2. The user/PI/supervisor will be invoiced every four months or so 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.
4. User is required to acknowledge the use of MC² in publications and presentations as follows:
"We would like to thank the McGill Chemistry Material Characterization facility for assistance and use of their facility. The operation of MC² and their staff is supported by the Quebec Center for Advanced Materials (QCAM)."