**Utah State University**

**Member Agreement**

**Microscopy Core Facility**

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<thead>
<tr>
<th>Member Name: ______________________</th>
<th>A Number: ____________________________________</th>
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<td>E-mail: __________________________</td>
<td>Account Index Number (Axxxxx):___________________</td>
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USU Faculty, Staff, and Students who use the USU Microscopy Core Facility (USU-MCF) agree to the following terms and conditions as a precondition for being a member.

1. **Membership**: the membership is individual-based not group-based. Membership only covers the member’s own projects. If the member performs microscopy for other’s project, an hourly charge will be applied. **Membership is not transferable**. Student members must be sponsored by a faculty who agrees to supervise their research.

2. **Rates**: Rates are posted on the Microscopy Core website. These rates are subject to change annually. Members are responsible for the first 24 hours including training, which must be pre-paid, after which further work will be supported by the VP for Research. These rates do not include consumables ([http://mcf.usu.edu/htm/instrument-rates](http://mcf.usu.edu/htm/instrument-rates)).

3. **Materials and Supplies**: Minor consumables such as basic solvents, mounting tapes, and gloves are provided, but all other consumables will be charged to the Users at cost. These includes but is not limited to grinding/polishing consumable, sample mounts and gold/carbon coating of samples. A rate sheet is available in the Facility detailing the cost of consumables. Chemicals and supplies not available in the Facility must be provided by the User.

4. **Scheduling**: SEM qualified user (a member who has passed tests and is authorized to use the instrument) may schedule time on the instruments through the MCF website ([http://rgs.usu.edu/microscopy/scheduling/](http://rgs.usu.edu/microscopy/scheduling/)). Up to 2 hours may be scheduled at a time, additional time may be scheduled once the reserved time has been used. Instrument may be reserved up to two weeks in advance.

5. **Sample Preparation**: Users are responsible for preparing their own samples; however, the Facility Manager must approve the prepared samples (see #6) and may disallow samples that are not stable and could damage the instrument. The Facility Manager will train Members in sample preparation and may provide assistance in special cases, but in general Members are responsible for their own samples.

6. **Solid Samples for SEM**: Samples should never have any kind of grease or loose particles on the surface. Clean your samples with an acetone bath sonication (isopropanol if the sample cannot tolerate acetone) at least 2 hours before SEM session and **must wear clean gloves when handling samples**.

7. **Project Description**: New member is required to turn in the project description. Members are required to submit a description for every new project.

8. **Internet security**: Using thumb drives and surfing internet with the facility computer are prohibited. Internet can only be used to upload data to USU Box at the end of a session.

I acknowledge that I have read this User Agreement and agree to its terms and conditions:

Print Name: __________________________ Signature: __________________________ Date: __________________________

Advisor Print Name: __________________________ Signature: __________________________ Date: __________________________

(for all students)