

Particle Light Lab Operation Policy

1. Only trained and authorized users can access the instrument.
 - A super-user (Dr. William P. Johnson, Mr. Christopher Anderson) will provide training so that each new user is able to run the instrument and interpret and export their data.
 - In turn, each user will study the manuals to acquire any further knowledge necessary to operate the instrument for specific experiments. For any further specialized training the user should contact the respective company's technical support and application scientists.
2. The instruments will be accessed only through established accounts, which will be established upon first scheduling of instrument usage: Contact super-users above to schedule usage.
3. All users must sign the below agreement acknowledging that they know how to use the instrument. Their host- or faculty-advisor is required to sign the agreement acknowledging that they are responsible for repair costs if any damage to the instrument occurs. A copy of this agreement will be kept by the super-users.
4. Each user is responsible for cleaning the instrument and the bench immediately after completion of work.
5. Users will need to provide (for each usage) when they come to run the samples: a UofU account number with charge code or a contact for external billing information. Users who do not provide these items will not be allowed to run analyses on the instrument.
6. If problems arise, the user is responsible for communicating them to their respective superuser.
7. Failure to follow the above listed rules will result in an immediate report to the respective group PI for disciplinary action.
8. If Guest users fail to follow the above listed rules, their use privileges will be terminated.

Becoming a Trained User:

1. The superusers will ensure that the prospective user's email address is added to the list of allowed users, which in turn will give the user access to the reservation calendar. (See below for reservation procedures.)
2. Guest users will have their PI sign an agreement ensuring that any damage to the instrument will be covered by their research group. The user will also sign this agreement indicating that they know how to use the instrument and will strictly adhere to the usage procedure described by their superuser and this document.

Reservation Procedure:

1. Contact Christopher Anderson (christopher.r.anderson@utah.edu, 801-300-5341) or Dr. W.P. Johnson (william.johnson@utah.edu, 801-664-8289) to schedule usage.
2. Sign up should occur more than 24 hours in advance:
 - Specify day and time and which instrument (Mobius, NanoStar, FFF, HELOS, QICPIC)
 - Attach user contact information below as pdf with signatures

User Contact Information

User Name (Print)	uNID (if UofU)	Phone	Contact Email
-------------------	----------------	-------	---------------

Guest User Agreement

Particle Light Lab Instrumentation Recharge Center

DLS-Zeta Potential-Laser Diffraction-Image Analysis

I have read and will follow the policies outlined in this document. I understand that failure to follow these policies will result in loss of my instrument privileges.

I and my host / faculty advisor understand that our research group will be held responsible for any damage that I cause.

User Name (Print)	Signature	Date	Phone
-------------------	-----------	------	-------

Host or Faculty Advisor (Print)	Signature	Date	Phone
---------------------------------	-----------	------	-------

University Account number

Format:

xx-yyyyy-zzzz-aaaaaaaa-bbbbb-c-201?

External Billing Contact Information