



Independent Instrument Usage Authorization Form

User Name: _____

Supervisor Name: _____

Home Department/Faculty: _____

Self-Usage Instrument(s) – Select all that apply.

<input type="checkbox"/>	SU-3500 Scanning Electron Microscope	<input type="checkbox"/>	K-Alpha X-ray PhotoElectron Spectrometer
<input type="checkbox"/>	SU-7000 Scanning Electron Microscope	<input type="checkbox"/>	EscaLab 250Xi X-ray PhotoElectron Spectrometer
<input type="checkbox"/>	SU-8230 Scanning Electron Microscope	<input type="checkbox"/>	ION-TOF Time of Flight Secondary Ion Mass Spectrometer
<input type="checkbox"/>	TM-3030 Scanning Electron Microscope	<input type="checkbox"/>	KLA-Tencor P16+ Surface Profilometer
<input type="checkbox"/>	HF-3300 Transmission Electron Microscope	<input type="checkbox"/>	Anasys (Bruker) nanoIR2 Atomic Force Microscope
<input type="checkbox"/>	HT-7700 Transmission Electron Microscope	<input type="checkbox"/>	Leica TXP Targeted Sectioning and Polishing Tool
<input type="checkbox"/>		<input type="checkbox"/>	Leica EM6/UC6 Cryo Ultramicrotome

Additional Certification(s) for Analytical Accessories: _____

Date of Authorization (dd/mm/yyyy): _____

Authorization to independently operate OCCAM instrumentation expires after 3 months, unless:

- explicitly extended by OCCAM operational staff
- withdrawn by operational staff

If authorization lapses, re-certification/re-training must be completed.

All terms and conditions of instrument usage (next page) must be reviewed and accepted.



Open Centre for the Characterization of Advanced Materials
A National Research, Training, and Technical Development Resource

User Initials		staff use only
	<p>Safety</p> <ul style="list-style-type: none"> • I have completed all University of Toronto Environmental Health & Safety training necessary for in-lab activities (e.g.EHS101/EHS112); • I have reviewed, understood, and acknowledge safety protocols and procedures for the OCCAM lab (OCCAM Lab Safety); • I will always follow all safety guidelines, protocols, and procedures. 	
	<p>Operations</p> <ul style="list-style-type: none"> • I have read and acknowledge the conditions of usage of OCCAM's instrumentation (Terms & Conditions of Instrument Usage); • I have reviewed and understood all training materials detailing safe and proper operation of designated instrument(s); • I have completed in-person training, and met OCCAM's competency requirements for independent operation of the designated instrument(s); • I agree that operation of equipment will be undertaken within the guidelines of the training materials, instructions, and manuals provided. 	
	<p>Personal</p> <ul style="list-style-type: none"> • I may operate only instruments/accessories for which I have been explicitly authorized; • I will be photographed while working in OCCAM. 	
	<p>Administrative</p> <ul style="list-style-type: none"> • Research outputs which incorporate data from OCCAM must include acknowledgement of the facility (see 'Publication and Acknowledgement Policy and Guidelines'); • Charges will be incurred for my usage of the instrumentation (see 'OCCAM Fee Structure') - my supervisor authorizes these expenditures and will cover the costs of the resulting usage charges; • The work performed will be in support of academic research only; • My supervisor will be liable for any repairs to OCCAM instrumentation required as a result of improper use or abuse. 	

Failure to adhere to the conditions of instrument operation may include:

- Notification of supervisor of failure to adhere to OCCAM guidelines, procedures, and protocols
- Revocation of authorization to independently operate instrumentation
- Financial responsibility for damage to equipment resulting from non-authorized, improper, or abusive use

User's Signature

Supervisor' Signature

Date

Date

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