

ACCESS FORM

Temporary access to the rooms MACN-351, MACN-341 and auxiliary equipment therein is granted to:

Name/role, position:

(eg John Smith / user, MSc student, Soldatov's group)

Contact numbers:

(x, e-mail, room #, cell - optional)

Start date or time period:

Training conducted by:

I understand and agree with the following:

Access to X-Ray Facilities

- (1) The Chemistry Department X-Ray Facility is currently located in two rooms on the 3rd floor of the MacNaughton building. MACN-351 is an **instrumental room** ("**X-Lab**") with three X-ray instruments and other equipment. MACN-341 is an **office** with computers for data processing and storage, and a printer. The Facility is operated by Dmitriy Soldatov (the Director), Grzegorz Szymanski (the Manager).
- (2) The temporary access to the X-Lab and auxiliary equipment therein is granted after appropriate training (provided by the Manager or a person assigned by him) and signing this form. The **auxiliary equipment** includes: bench space for preparation of samples, microscope, refrigerator, pipette puller, analytical balance, mechanical press, etc.
- (3) The access to each X-ray instrument in the X-Lab will be granted individually after appropriate training by a person assigned by the Manager or Director. The **instruments include**: a single crystal diffractometer (Rigaku Oxford Diffraction, SuperNova), powder diffractometer (Panalytical Empyreon, "Panda"), and X-ray fluorescence spectrometer (Panalytical Zetium).
- (4) The X-Lab is a multi-user facility with expensive, high precision instrumentation. The room is under video surveillance and any activities in the room may be monitored. The access to the room may be withdrawn any time by the Manager or Director in case of unsafe or inappropriate usage of the equipment. In case of damage to the instrumentation, samples, software or data files, the user or his/her research advisor may become financially responsible if the damage have occurred due to disregarding these regulations.
- (5) I will not bring or leave visitors in the room without permission from the Manager or Director. I will make sure the room is locked and light is off when I am leaving.
- (6) I will keep any space I use in the X-Lab clean. All my samples will be labeled and kept compactly (typically in a labeled box) in a designated area. I will not take anything from the room without a permission from the Manager or Director (except for my samples and data files).

- (7) I will shut down the microscope lights, camera and pipette puller after I completed my work. The computers and diffractometers with support devices are usually kept on but switching off the computer monitors is recommended.
- (8) I will not install new programs or change any settings on the X-Lab computers without consulting it first with the Manager. I will keep all my files in a separate folder under my name. I will never modify or erase any initial data files in their original location but instead copy them into my folder and work from there. I will not use the web on the X-Lab computers unless this is authorized by the Manager or Director.
- (9) The X-ray instruments should be booked ahead of time using the Scheduler program. All experiments conducted on the instruments must be recorded in the log book. An Order Form must be filled when work is conducted for users.
- (10) The temporary access to the MACN-341 office is subject to the same regulations and requirements as for the X-Lab in regard to the usage of the room, computers and any other equipment or materials.

Safety

- (11) I will not operate any equipment in case of malfunction, damage, incomplete assembly, or other potential hazards observed. I will not attempt to repair the equipment. Upon any of the above observations, I will immediately contact:

	Name	Room	x	Other contact*
Manager	G Szymanski	MACN-120	53495	gszymans@uoguelph.ca
or Director	D Soldatov	MACN-338	53548	soldatov@uoguelph.ca
or Chair's Secretary	E Copland	SCIE-2516	56709	

* In case of after hours emergency, call one of the cell number displayed on the door.

- (12) I will immediately contact the above personnel if I see water / fluids leaking from the diffractometer, cooling units, tubing, ceiling, walls, or if I see water on the floor.
- (13) I will immediately leave the room and contact the above personnel if I see uncontrolled release of nitrogen or any other faults in the cryogenic equipment, or hear alarm from the oxygen sensor.
- (14) I will not conduct chemistry experiments in the X-Lab. I will consult with the Director if I need to bring toxic, explosive, volatile or flammable chemicals.
- (15) I will make sure that all safety features (such as the “**X-Ray ON**“ door sign and the oxygen sensor) are on and working properly when required.
- (16) I am aware of the location of safety equipment in the rooms and the building, Emergency Evacuation Plan and the list of Qualified First Aid Personnel.
- (17) Personnel operating the X-ray equipment should take X-ray safety course with E.H.S. and wear an X-ray dosimeter during the use of the instrument.

Date:

Signature: