

Faculty, Staff, and Students who are *not* affiliated with USU and wish to use the USU Microscopy Center Facility (USU-MCF, also referred to here as “*the facility*,” agree to the following terms and conditions as a precondition for this use.

1. **Users Defined:** Users are individuals who are trained to use the facility, or are being trained in its use. ONLY INDIVIDUALS who meet this criteria are allowed to use instruments in the facility; non-users may observe but are not allowed to touch or interact with the instruments at any time. Students must be sponsored by a faculty advisor who agrees to supervise their research.
2. **Conduct:** All users agree to follow the facility’s Standard Operating Procedures, and the instructions of the Facility Manager. The Standard Operating Procedures are attached to this form and must be signed by each user, acknowledging that they have read and understand it contents.
3. **Rates:** Rates are posted on the Microscopy Center website. These rates are subject to change annually. Users must provide payment information before use (e.g., purchase order number). These rates include basic lab supplies, but do not include gold coating, sample mounts, or other consumables (see Materials and Supplies, below). Different rates apply for any commercial work or consulting (see below). Non-USU faculty who are collaborating with USU faculty may apply for USU-rates.
4. **Commercial Work:** Anyone working on projects for commercial (i.e., for-profit) entities, either in collaboration or as consultants, are required to pay the commercial rate for instrument time for all hours of use, unless the funds supporting this work (including salaries) are awarded to USU through the Sponsored Programs Office at full indirect cost rates. If this work is carried out by Facility Staff, published technician rates will also apply.
5. **Materials and Supplies:** Minor consumables such as basic solvents and gloves are provided, but more expensive consumables will be charged to the Users at cost. These includes but is not limited to sample mounts and gold coating of samples. A rate sheet will be available in the Facility detailing the cost of consumables. Expensive chemicals and supplies not available in the Facility must be provided by the User.
6. **Scheduling:** Users may schedule time on the instruments through the USU-MC website. Up to 2 hours time (in half hour increments) may be scheduled at a time, no more than two weeks prior to the date scheduled. Additional time may be scheduled once the reserved time has been used. Projects requiring longer times or more advanced reservations must negotiate these with the Facility Manager. Procedures requiring long run times (e.g., EBSD or very high resolution EDS maps) must be scheduled for overnight runs, and coordinated by the Facility Manager.
7. **Availability:** The USU-MC Facility is generally open from 8:00 AM until 4:30 PM, with closures for lunch and breaks. Only “Expert Users” who have completed extensive training and demonstrated competency in machine use may be approved to use the facility outside of normal operating hours. Users requesting “Expert User” status must complete formal training and extensive hands-on instrument use, and be approved by the Facility Manager.
8. **Sample Preparation:** Users are responsible for preparing their own samples; however, the Facility Manager must approve the prepared samples and may disallow samples that are not stable and could damage the instrument. The Facility Manager will train Users in sample preparation and may provide assistance in special cases, but in general Users are responsible for their own samples.

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

Signature: _____

Date: _____

Print Name: _____

Printed Name and Signature of Student Advisor (for all students):

Date: _____