USU Faculty, Staff, and Students who 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 using this facility.

1. **Members Defined:** Anyone who needs 10 hours or more SEM time should become a member. Members are individuals who are trained to use the facility and have pre-paid member fee, based on the most current published rate structure. ONLY INDIVIDUALS who meet this criteria are allowed to use instruments in the facility; non-members are not allowed to touch or interact with the instruments at any time. **Student members must be sponsored by a faculty advisor who agrees to supervise their research.**

2. **Rates:** Rates are posted on the Microscopy Center website. These rates are subject to change annually. Members are responsible for the first 10 hours of instrument time each fiscal year, which must be pre-paid, after which further work will be underwritten by the VP for Research. These rates include basic lab supplies, but do not include gold/carbon coating, sample mounts, or other consumables ([http://mcf.usu.edu/htm/instrument-rates](http://mcf.usu.edu/htm/instrument-rates)). Different rates apply for any commercial work or consulting.

3. **Commercial Work/Consulting:** Faculty working on projects for commercial (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.

4. **Materials and Supplies:** Minor consumables such as basic solvents, mounting tapes, and gloves are provided, but 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.

5. **Scheduling:** 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.

6. **Sample Preparation:** Users are responsible for preparing their own samples; however, the Facility Manager must approve the prepared samples (see #7) 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.

7. **Solid Samples:** 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 can't tolerate acetone) at least 2 hours before SEM session and always **wear clean gloves when handling samples.**

8. **New MCF member** is required to turn in the user project proposal.

9. **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:

Signature: __________________________ Print Name: __________________________ Date:___________________

Advisor Signature (for all students):________________________ Print Name:____________________ Date:____________________