

Name: _____

Date: _____

Department: _____

CC Centre: _____

Group: _____

CF Centre: _____

Phone: _____

Fund: _____

Email: _____

Training: API4000 Hours _____ Date _____

 QTrap 5500+ _____ _____

 MALDI-TOF _____ _____

 AccuTOF _____ _____

Instrument Use and Care

Individual users of the AIMS Mass Spectrometry Laboratory are required to obtain training for and to observe carefully the appropriate practices for use and care of the instrumentation. Users are required to document in the logbook details of their activities on the mass spectrometer. It is expected that the instrument be left in working order and that any problems be reported promptly to the Laboratory Manager. Any damage done to the equipment resulting from neglect, improper use or chemical incompatibility shall be the responsibility of the user and his or her faculty supervisor. Please note that repairs may be costly and can result in significant instrument down-time.

User Signature

Research Director

KEY-FOB REQUEST

Facility Access

After-hours access to the AIMS Laboratory may be granted to users in the Department of Chemistry in consultation with the Laboratory Manager. Member groups are responsible for ensuring that individual users follow appropriate procedures for maintaining the security of the facility and reporting unauthorized access. Key-fobs are issued on an individual basis and are not to be shared amongst users or used as a common "group" key.

Key-fobs are issued centrally through the Business Office (deposit required) for access to Departmental Facilities. Please note, access may be revoked at the discretion of the Laboratory Manager to maintain compliance with Departmental Policies.

I acknowledge having read this notice and accept the above conditions:

User Signature

Research Director