I hereby authorize the Institute of Materials Science & Engineering (IMSE) Recharge Center to charge my grants in monthly invoices for cleanroom usage fees (which include access to the cleanrooms, cleanroom instrument usage, non-covered consumables, etc.) for each specified researcher listed by me in the IMSE User Information forms, under the specified terms in this user agreement and the Business Plan for the IMSE Recharge Center.

The IMSE is authorized to only charge to my grants fees accrued by my students, postdoctoral scientists, collaborators, or myself (henceforth termed “IMSE Users”) over the period of time beginning on ________________ and expiring on August 15, 2015 at rates specified in the rate schedule created by the IMSE.\(^b\)

All users must record the times that they use the instruments. Initially this must be recorded on paper logs found outside the cleanroom and by each instrument inside the cleanroom. The logging procedure will change when new computer software is acquired and installed.

Funding PIs must check one of the options listed below. User fees will be paid using

- ☐ Institutional (University)  or  ☐ sponsored research (externally derived) funds.

Any publications that reports data collected on an IMSE instrument at a subsidized rate must acknowledge partial financial support from the IMSE.

IMSE Users must have an active (i.e., non-expired) IMSE User Agreement and a valid Washington University Environmental Health & Safety Certificate of Training to operate any instruments. IMSE Users may operate a particular instrument only after receiving training for that instrument, and demonstrating proficiency in the operation of said instrument. Maintaining a valid license to operate a particular instrument is contingent on compliance with the established user policies for said instrument. By signing this, you are agreeing that all IMSE users in your research group will follow the protocols and safety policies set by the IMSE, including those outlined in the *IMSE User Policy Guide*\(^c\).

The user agreement can be renewed (or modified) anytime by submitting a new IMSE User Agreement Letter, a copy of a valid Washington University Environmental Health & Safety Certificate of Training that was issued to the IMSE User, and a Laboratory Specific Training Handout signed by the IMSE User.

**Signature:** ________________________________

**Print Name:** _________________________________

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a. This agreement will be valid until 8/15/2015. Future agreements must be renewed annually, starting on 8/15/2015.
b. The cleanroom rates will initially be those charged by the Nano Research Facility (NRF) as of 7/15/2014. New user rates will be established after 8/15/2014.
c. Initially, the *NRF User Policy Guide, Dated August 2013* will serve as the *IMSE User Policy Guide*. Beginning on August 1, 2014, those policies will be evaluated and an updated user policy guide will be developed.
# IMSE Clean Room

## User Information Form

<table>
<thead>
<tr>
<th>Investigator Name</th>
<th>Student No.</th>
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<tbody>
<tr>
<td>__________________</td>
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<table>
<thead>
<tr>
<th>Investigator Phone #</th>
<th>E-mail</th>
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<tr>
<td>_____________________</td>
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Primary Investigator (PI):

<table>
<thead>
<tr>
<th>PI Department</th>
<th>Acct #</th>
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<table>
<thead>
<tr>
<th>PI Phone #</th>
<th>E-mail</th>
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</tbody>
</table>

PI Signature

________________________

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**Notes:**

- Fill in the blanks with the appropriate information.
- Ensure all contact information is up to date.
- Signatures must be provided where indicated.

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**Additional Information:**

- Please review the safety guidelines before using the clean room.
- Contact the appropriate department for access.
- Keep all equipment organized and clean.

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**Resources:**

- Contact list for support staff.
- Access code for entrance.
- List of approved projects.

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**Emergency Procedure:**

In case of emergency, follow the evacuation plan immediately.

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**Acknowledgment:**

I acknowledge that I have read and understood the guidelines for using the IMSE Clean Room.

________________________

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**Date:**

______________