



X-LAB

X-Ray Diffraction Facility

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Guelph, ON
N1G 2W1 Canada
Tel. 519-824-4120
x 53721
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ACCESS FORM

Please note that completion of this form only grants said user access to the rooms MACN-351 and MACN-341. This access may be revoked at any time. Instrument training is required before independent use of the facilities.

Name, position, supervisor:

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

Email:

Date:

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.
- (2) The temporary access to the X-Lab and auxiliary equipment therein is granted after appropriate training (provided by the Facility Manager or a person assigned by them) 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 the Facility manager. The **instruments include**: a single crystal diffractometer (Rigaku Oxford Diffraction, SuperNova), powder diffractometer (Panalytical Empyrean, "Panda"), and X-ray fluorescence spectrometer (Panalytical Zetium, "Zeus").
- (4) The X-Lab is a multi-user facility with expensive, high precision instrumentation. Any activities in the room may be monitored. The access to the room may be withdrawn any time in case of unsafe or inappropriate usage of the equipment.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 has occurred due to disregard of these regulations.

- (5) I will not bring or leave visitors in the room without permission from the Facility manager. 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 permission from the Facility manager (with the exception of my samples and data files).
- (7) I will shut down the microscope lights, camera and pipette puller after I have completed my work.
- (8) I will not install new programs or change any settings on the X-Lab computers without consulting 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 Facility manager.
- (9) The X-ray instruments should be booked ahead of time using the facility scheduling program. All experiments conducted on the instruments must be recorded in the logbook. 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.
- (11) I have read and will adhere to the X-Lab Authorship Policy.

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	Office	Email	x
K. Marczenko	SSC-2503	kmarczen@uoguelph.ca	53721
D. Soldatov	MACN-338	soldatov@uoguelph.ca	53548

* In case of afterhours emergency, call one of the cell numbers 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 the alarm from the oxygen sensor.
- (14) I will not conduct chemistry experiments in the X-Lab. I will consult with the Manager 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) I will take the X-ray safety course with E.H.S. before operating the X-ray equipment and will wear an X-ray dosimeter during the use of the instrument.

Date:

Signature: