

University of Florida
Integrated Center for Biotechnology Research
Electron Microscopy and Bio-imaging Laboratory (EMBL)

USER AGREEMENT FORM

1. The EMBL is a core facility with a large number of users. It is essential that all users are courteous to others and clean up after use. Continued abuse of the facility or conflict with other users will result in restricted access to the facility.
2. It is prohibited to use equipments, supplies, and electronics in the lab for personal purposes.
3. No food or drink is allowed in wet areas and around equipments.
4. Please follow the safety guidelines when working in the lab (posted several places in the lab). The EMBL is not responsible for any accident due to neglecting the guidelines.
5. Prior to using any equipment independently, everyone must be trained and approved by one of our staff members.
6. Once trained and approved, users can reserve sessions on an instrument. For proper reservation, users should use the online sign-up system. In case of conflicts, it is advised that users communicate each other first to adjust schedule. Director or his designate will decide who has the priority if the conflicts cannot be resolved within users. The online sign-up system is at <http://www.biotech.ufl.edu/cellomics>. We usually do not allow after-hours and weekend sessions. If needed, contact our staffs at least a day before the session.
7. One of our main duties is to carry out service projects. To secure enough time for the projects, self-users are allowed to reserve three 2 hour long sessions per week. If the instrument is not being used (call us to check) and no one has signed up, you can take the session and it will not count against your session allotment.
8. If users do not appear after 15 min from their reserved time, one hour of use will be charged and others can use the equipment. Users who keep failing to show up on time without contacting us may be suspended from using the online sign-up system.
9. We will post any scheduled maintenance work for our instrument as early as possible. However, emergency maintenance works will take priority over user sessions.
10. ICBR EMBL is compliant with UF EH&S lab safety program. Each user should follow regulations of the program in our lab.

By signing below, you indicate that you have read and understand our policies stated above:

User Name: _____ PI name: _____

Department and College: _____

User Signature: _____ Date: _____