Clean Lab User Agreement – Internal Customers

I. Fees

A. Lab Fees
Each user of the clean laboratory agrees to be charged a flat fee of $1000.00 per semester, defined as either January 1 – June 30, or July 1 – December 31, for unlimited access to the laboratory as currently OR $50 per calendar day based on swipe card access. Laboratory fees must be charged to an account which will be open during the entire time period covered by the fee. If more than one account must be used to cover the relevant time period, the charges to the individual accounts will be pro-rated based on the number of days each account is to cover.

B. Additional use fees
B.1. Charges for all metals used in the evaporator (there will no longer be a $100 allowance effective July 1, 2006).
B.2. Charge of $5/evaporator run to help offset LN2 costs. This is probably an inadequate charge and may be increased in the future.
B.3. $50 for each new user that has not previously used the cleanroom. This will help cover the costs of new coveralls, general lab orientation (but not including specific equipment training), and administrative handling.
B.4. $25 per hour for equipment specific training by cleanroom employees. Multiple users being trained at one time can split this charge. Training can be done by other qualified users as listed in the cleanroom website chart to avoid these charges. Training will have to be performed according to a specified method including at least (1) reading of introductory materials or manuals, (2) observation of at least one run by the trainer, (3) performance of at least one run with guidance from the trainer, (4) solo performance of at least one run while being monitored by the trainer. All authorized trainers will be expected to contribute to the generation and maintenance of training materials.

II. User Responsibilities
Each user of the clean laboratory agrees to abide by the rules and procedures of the laboratory as determined by the laboratory manager. These rules and procedures will be provided during the laboratory training sessions. It is understood that the equipment in the clean laboratory is delicate, temperamental, and will at times spontaneously cease to function through no fault of the user. However, users who misuse equipment or fail to follow correct operating procedures will be held responsible for any damages or extraneous costs incurred by these actions. These costs as well as the additional user fees listed in B. Each user agrees to be responsible for the reimbursement of these costs.

III. Hazardous Waste Training
Each user of the clean laboratory agrees to receive Hazardous Waste Generator Training from the University’s Environmental Health Services department, and to keep this training current. Federal and state laws stipulate that each individual who generates hazardous waste is personally responsible for assuring compliance with regulations and proper hazardous waste management.

Date of ESH training: _____/____/ 20____.
I, __________________________________, hereby authorize the transferal of (check one)
(print name of principal investigator)

☐ $1000 / 6 months

OR

☐ $50 / calendar day of use (monitored by swipe card access)

and charges for other expenses specified in Section I.B above from account________ to account
2-13120 for the reimbursement of laboratory fees for: ______________________________
(please print user name)

for the period of (check one) ☐ January 1 – June 30, 20___

☐ July 1, - Dec. 31, 20___.

Signed, ________________________________________,____________________________
(Principal investigator)                                                            (Department)

I agree to comply with the rules and procedures of the clean laboratory, and with the university
policies on hazardous waste generation.

Signed, ________________________________ E-mail: ________________________________
(Laboratory user)