

DCCEM New Users Agreement

I, the user of the DCCEM facility agree:

1. To abide by the rules of the David Cockayne Centre for Electron Microscopy, and understand that infringements may result in sanctions being taken by facility staff. These rules are there to provide safe, fair and equal access to users of the facility.
2. To comply with requests and instructions from the DCCEM staff and treat everyone within the facility with respect.
3. To attend an induction, and make my best efforts to attend meetings arranged with / by the EM facility staff.
4. To abide by the fair attribution policy, and give credit for contributions to my work.
5. My data is my own responsibility and that DCCEM makes no attempt to backup user data. Indeed the storage provided by the facility is only for temporary holding of data whilst in transit. Old data may be deleted by the facility.
6. To research around the techniques **before** commencing training with the DCCEM staff.
7. To responsibility for any damage to the instrument / peripheral equipment caused during my microscope session.
8. That once training is completed, I will take solo sessions on the microscope within one month of the completion of my training. Access may be revoked otherwise.
9. To produce a brief report of my activities (no more than 2 pages) on the microscopes two months after access is granted, detailing my results and/or difficulties, and send to em-access@materials.ox.ac.uk for discussion at a drop in session.
10. That if the project changes or my samples change from those described in my access request form, then I will consult with members of the DCCEM before preparing them or putting them into a microscope.
11. To note samples and techniques that I intend to use *in advance* on the booking system, and also note this in the log after the session.
12. To carry out only my own work, unless otherwise agreed with DCCEM staff, and not to expect DCCEM staff to plan and do my project for me.
13. That any aggressive or disrespectful behaviour will not be tolerated.

The facility agrees

1. To make our best efforts to provide stable, consistently high performing instruments to allow researchers to carry out their research.
2. To respond to user access requests within a two week timeframe.
3. To provide professional, up to date advice and support on the range of techniques and facilities available.
4. To ensure fair access for all, subject to facility-wide booking restrictions.
5. To maintain a safe working environment.
6. To treat all users equally and without discrimination.
7. Communicate the status of instruments and support on site during operating hours
8. To assist, engage and collaborate with users where necessary to achieve scientific goals subject to fair attribution or other agreements.

Signed :

Print : Name & Group / Department