



# Authorization to academic use of CRN-Okanagan Equipment

## Billing information required for CRN-Okanagan booking:

Supervisor Name: .....

Department ID: .....

Speedchart Number: .....

Fund: .....

Project / Grant: .....

The following user(s) are authorized on my behalf to book the use of CRN-Okanagan equipment and to participate in the sample preparation (if necessary), and the required analysis.

User: ..... Equipment: .....

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Current base user fees are \$30.00 / hour for academic. Note that some specialty equipment has further overhead costs; please inquire for details.

Please note the following policies:

- All users must have current UBCO WHIMIS certification and an active Novell account.
- Booking time is allotted in one-hour blocks: Time blocks include instrument setup and optimization routines. It is the responsibility of the user to ensure that the type of analysis has been established in advance and that samples are properly prepared for analysis.
- Equipment settings and experiment procedures **must** be checked and signed off by the laboratory coordinator prior to running.
- All booked instrument time will be charged to the supervisor unless a full 24-hour notice of cancellation is received by the lab technician.
- Damage to the facility incurred by the user will be the responsibility of the supervisor.

Please observe the Standard Operating Procedures, Summary of Operation, and Instruction Manual documents for each piece of relevant equipment, prior to use.

Signature: ..... Effective Date: .....