TRACES Centre User Protocols Form

1. The use of instrumentation is intended solely for the purpose of educational instruction and approved university research.

2. All new users must be trained by TRACES staff before commencing with the use of the any instrument.

3. Usage of the said equipment must be prearranged with TRACES staff and booked accordingly, for both individual student and class use. Unauthorized users will have their accounts charged 24 hours of instrument time per episode.

4. Instrumentation is only available to undergraduate students under the present supervision of the TRACES staff or instructors. The times of use are to be within regular course hours or under the direct and present supervision of an instructor. Personal or commercial use of TRACES Centre instrumentation is strictly forbidden without permission.

5. All users MUST enter TRACES with their assigned fob. Fob sharing is STRICTLY forbidden and entry to TRACES is for users who have signed the Protocol Form. Entry of unauthorized users with authorized fobs will result in fob deactivation.

6. TRACES Centre strictly prohibits the use of the Centre or its equipment for any illegal or contraband purposes.

7. The replacement or exchange of various accessories (ATR, DRIFTS, GC Columns) is the sole prerogative of trained TRACES staff.

8. Under no circumstance should a user attempt to adjust or modify any aspect or accessory attached to the instrument.

9. All accessories and their respective computers are the sole property of TRACES. Under NO circumstance are they to be moved or changed from their present location.

10. Passwords and usernames are not to be shared or misused. Under no circumstances are untrained or non-user allowed to gain access or use the TRACES equipment.

11. Users must remove all chemicals and materials (i.e., vials, NMR tubes) that were accompanied into the lab. Users are to clean all the accessories and surrounding area of any chemical/material contamination. Please inform TRACES staff if the condition of the area is not clear of contaminants.

12. All users must be aware of the dangers and safety concerns related to working within TRACES. Please consult the TRACES website safety document (TRACES Centre User Entry Dangers).

13 All Users are expected to have training and follow U of T WHMIS and EH&S practices for laboratory safety and waste disposal. The users are responsible for proper disposal of chemicals, materials used in TRACES.

14. Failure to observe one or more of the preceding protocols will lead to suspension of privileges and/or permanent restriction from using the instruments.

15. All users are responsible for the charges incurred. Any damage done to the instrument as a result of neglect, improper use or chemical incompatibility shall result in the user replacing the damaged equipment. The research director and user must sign this form acknowledging their responsibilities in using the TRACES Centre.

16. If you are unsure of any of the preceding protocols contact Tony Adamo, tony.adamo@.utoronto.ca, 416-287-7239.

I acknowledge having read this notice and accept the above conditions

_____ _____

User Name (Please Print) Research Director Name (Please Print)

PI email Authorization ☐

_____ _____

User Signature/e-signature Research Director Signature/email authorization

Email: _____ CFC#_____ CC#_____I/O#_____