

## New AMCaT User Form

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### 1. User Information

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Full Name: \_\_\_\_\_  
*Last* *First*

Department: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Supervisor Phone Number: \_\_\_\_\_

Supervisor's Email: \_\_\_\_\_

Status:            Faculty      Staff      Undergrad      Grad Student      Post-Doc      External

User Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

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### 2. Recharge Information

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This section authorizes AMCaT to recharge for the use of its instruments and services.

- Authorized Recharge Activities
- Instrument usage (TEM, SEM, XRD, XPS, Sample Preparation)
  - Services (analyses, sample preparation, etc.)
  - Training (TEM, SEM, XRD, and other short-courses)
  - Repairs for damage to equipment, chemical disposal, etc.

#### Account Information:

Department: \_\_\_\_\_

P.I. (Principal Investigator): \_\_\_\_\_

Please enter the **7 character DAFIS** account information for all accounts to the user above will use in **AMCaT Labs**.

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- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

PI Signature Approval: \_\_\_\_\_ Date: \_\_\_\_\_

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### 3. Principles of Community

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UC Davis is a diverse community composed of individuals with different backgrounds, perspectives, and identities. AMCaT's users reflect this diverse community, and strives to create an inclusive environment by understanding and valuing the unique differences in our users. We also expect the users of AMCaT to acknowledge, value, and respect other users diverse backgrounds and unique perspectives. Before you start working in AMCaT please review UC Davis's **Principles of Community** and policy for Diversity, Equity, and Inclusion.

**Principles of Community:** <https://diversity.ucdavis.edu/principles-community>

**Diversity, Equity, and Inclusion Policy:** <https://ucdavispolicy.ellucid.com/manuals/binder/441>

**User signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Lab Manager Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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### 4. Initial Safety Training

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An initial safetywalk through is required before beginning work in AMCaT. After the safety walkthrough you will be familiar with:

- The potential hazards in AMCaT labs
- The availability and location of safety literature including: MSDSs, Safety Nets, SOPs, AMCaT Policies and Procedures, and CHMS Chemical Hygiene Plan.
- General emergency procedures including: evacuation procedures, contact information, etc.
- General lab procedure responsibilities
- Hazardous waste disposal
- Personal Protective Gear and Equipment
- The policies regarding the costs of equipment repairs due to improper use.
- My rights to ask questions or be provided with any information or assistance regarding my personal safety.
- My responsibilities with reporting risks, dangers, and incidents in the lab.
- The importance and the requirement of keeping all lab work areas clean and tidy.

Equipment-specific training sessions are required before you may begin using any piece of equipment in AMCaT. This includes training on specific techniques that are related to equipment, but were outside the scope of the previous training sessions.

I have read and understand the initial training document and acknowledge that I have been given a safety training walkthrough which covers, but is not limited to the above topics. I also agree to comply with these AMCaT rules.

**User signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Lab Manager Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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## 5. Funding Acknowledgment

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Equipment in AMCaT is purchased with the help of awards and grants awarded through external funding agencies; NSF, DOD, DOE, etc.. Each funding agency requires a yearly report on the scientific impact of the award or grant. The scientific impact is largely measured by the number of publications the award or grant facilitates. In the case of AMCaT, the funding agencies are looking for the quality of data the equipment is publishing and how many publications is equipment contributing to. For some funding agencies, a publication is not counted unless the award number is explicitly listed in the acknowledgment sections.

The chances of faculty being awarded future grants , campus wide, depend on how well the funding agencies rate the reports. Therefore, we ask that you help track AMCaT's equipment contribution by acknowledging the funding agency and award number in your publications. Please list the funding agency and the award number, in a single line, in the acknowledgment section.

If you use the following equipment, please use the corresponding award number.

**ThermoFisher Scientific Quattro:** ESEM NSF-MRI-1725618

**Kratos Supra XPS:** NSF-MRI-1828238

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## 6. Aggie Access

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Access to Kemper Hall and the AMCaT Laboratories is managed through Aggie Access. Before you begin work in AMCaT you must request your Aggie Access credentials through the [Aggie Access Registration Page](#). After you register you will receive a confirmation email with a list of instructions on how to install the mobile application or how to obtain your access card. Note, most users will need to use mobile application.

### Responsibilities:

- If you loose your phone or access card it is your responsibility to contact the AMCaT staff immediately.
- If you replace your phone, you will need to request new credentials, as your current credentials are linked to your previous phone. You must also inform the AMCaT staff that your credentials have changed.
- Never allow someone other than yourself to use your mobile app or your access card to enter AMCaT or Kemper Hall.
  - This includes other group members
- You are not allowed to give other people access to AMCaT who are not AMCaT users.
- You may allow a group member or collaborator to accompany you during your session.
  - Non-AMCaT users are not allowed in the laboratory unaccompanied.
  - Untrained users are not allowed to operate or handle AMCaT equipment

Your signature below acknowledges that you understand your responsibilities with your Aggie Access Credentials

**User Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_