Spectroscopy Laboratory Registration Form

Print this form and complete as many details as possible, then bring it to your training session.

Select User Type

| Undergraduate | Visiting Fellow |
| Postgraduate | Academic Staff |
| Postdoctoral | General Staff |
| Research Fellow | External User |
| Other: __________________________________________ |

User Information

Surname: ____________________________
Student/Staff Number: ____________________________
Work phone: ____________________________
Mobile: ____________________________
Given Name: ____________________________
Email: ____________________________
School/Organisation: ____________________________
Projects: ____________________________

Supervisor Information

Name: ____________________________
School/Organisation: ____________________________
Phone Number: ____________________________
Fax Number: ____________________________
Email: ____________________________

Training attended

Training Date: ____________________________
Trainer name: ____________________________
Risk Assessment Form: __________
Instrument: ____________________________
Safety Declaration Form: __________
Other Forms: ____________________________

Account Details

(Example entry) Dept ID: MATSC&EN
Fund: RExxx
Budget Period: 200x
Project/Grant: RMO/PS

Date: ____________________________
Scientific Officer use only

Signature: ____________________________
Registration No: ____________________________
Name: ____________________________
Group Name: ____________________________

IMPORTANT - By signing this form you are agreeing to our access conditions for the laboratory. (1) You may not allow unregistered users into the Spectroscopy Laboratory without permission from the laboratory manager; (2) You agree to follow our safety procedures; (3) Instruments on our on-line booking system must booked prior to use. Unused time should be unbooked to enable others to use the equipment. Users who consistently use less than 50% of their booked time may be charged for the full booking; (4) The Spectroscopy Laboratory takes no responsibility for your samples, and they must not be left in the laboratory after your analysis and users who consistently fail to clean up will lose access to the laboratory.