

# 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 \_\_\_\_\_  
 Instrument \_\_\_\_\_

Risk Assessment Form \_\_\_\_\_  
 Safety Declaration Form \_\_\_\_\_  
 Other Forms \_\_\_\_\_

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

<b>Date:</b> _____	<b>Scientific Officer use only</b>
<b>Signature:</b> _____	<b>Registration No</b>
<b>Name:</b> _____	<b>Group Name</b>

**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 be 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.