

# Solid State and Elemental Analysis Unit: Laboratory Registration Form

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

## Select laboratory

## Select User Type

ICP Laboratory (B36)		Undergraduate		Visiting Fellow	
XRF Laboratory (G41)		Postgraduate		Academic Staff	
XRD Laboratory (G65)		Postdoctoral		General Staff	
Surface Analysis Laboratory (G61)		Research Fellow		External User	

## User Information

Title \_\_\_\_\_  
 Surname \_\_\_\_\_  
 Student/Staff Number \_\_\_\_\_  
 Work phone \_\_\_\_\_  
 Mobile \_\_\_\_\_  
 Email \_\_\_\_\_  
 School/Organisation \_\_\_\_\_  
 Project \_\_\_\_\_

## Supervisor Information

Title \_\_\_\_\_  
 Name \_\_\_\_\_  
 School/Organisation \_\_\_\_\_  
 Phone Number \_\_\_\_\_  
 Fax Number \_\_\_\_\_  
 Email \_\_\_\_\_

## Training attended

Training Date \_\_\_\_\_ Radiation Safety Training \_\_\_\_\_  
 Trainer Name \_\_\_\_\_ Risk Assessment Form \_\_\_\_\_  
 Instrument Name \_\_\_\_\_ Safety Declaration Form \_\_\_\_\_  
 Other Forms \_\_\_\_\_

Account Details	Dept ID	Fund	Budget Period	Project/Grant
(Example entry)	MATSC&EN or CHSE	RExxx	2013	RM012345 or PS12345

<b>Date:</b> _____	<b>Technical Officer use only</b>
<b>Signature:</b> _____	<b>Registration No:</b> _____
<b>Name:</b> _____	<b>Group Name:</b> _____ (for Booking System)

**IMPORTANT** - By signing this form you are agreeing to our access conditions for the laboratory. (1) You may not allow unregistered users into the SSEA Laboratories 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 SSEA Unit 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.