ANALEST New User Registration Form – U of T Internal Users

Name:	**BILLING INFO (Current rates attached)**
Role:	**Fund:**
Supervisor:	**CFC:**
Department:	**CC:**
Phone (cell):	
Phone (lab):	
E-Mail:	

User Agreement

I have read and agree to abide by all ANALEST rules and procedures (see attached page). I agree to only use equipment for which I am authorized, and follow proper operating procedures for all equipment, including ensuring samples will not damage equipment. Failure to abide by these terms will result in revocation of access to the facility.

A deposit fee will be charged to the user for a key fob. This will be coordinated with the Chemistry Business Office.

☐ Check here if you already have a Chemistry department electronic key fob (e.g. for another Chemistry facility or lab).

User Signature: **Date:**

Supervisor Agreement

I authorize the user above to have key fob access the ANALEST Facility. I agree to pay all charges incurred related to the use of ANALEST resources. I understand that any costs to repair/replace equipment damaged due to improper use will be charged.

Supervisor Signature: **Date:**

ANALEST Facility Rules and Procedures

Hours and Access:

- Regular hours of operation are 9:00 am to 5:00 pm.
    - ANALEST closes early at 4:30 pm from July 1 until Labour Day.
- Users must vacate the facility before closing time, unless they have after-hours access privileges for the instrument they are using.
- Key fobs may not be shared with other users without the express permission of the facility manager.
- Key fob holders must not permit unauthorized individuals access to the facility.

Bookings:

- Instruments must be booked (no drop-in usage).
    - This includes coming to process or retrieve data from an instrument computer.
- Please respect the next booked user and ensure the instrument is vacated in time for their booking.
- Only one person (the booked user) may attend an instrument booking.
    - An exception may be made for an experienced instrument user to attend a booking to help a novice user, or in situations where the experiment requires two people. This must be approved in advance with the facility manager.

Usage:

- Users must only use equipment for which they are authorized and follow proper operating procedures.
- It is the responsibility of the user that the instrument is left in working order. Any damage done to the instrument as a result of neglect, improper use or chemical incompatibility shall result in charges for repairing or replacing the damaged equipment.
    - Please note that replacement of instrument components can be costly and may result in considerable downtime.
- Users are responsible for accurately logging instrument usage in the instrument logbooks.
    - If we are unable to determine usage time because it was not recorded in the instrument logbook (or false times were recorded), 1 day of usage (8 hours) will be billed.

No Show/Cancellation/Late Policy:

- **Late:**
    - Users arriving over 30 minutes after the start of their booking will be charged for the missed time.
- **Missed/cancelled bookings of 2 hours or less:**
    - If a booking is missed without notice, the user will be billed for the full amount of time booked.
- **Missed/cancelled bookings between 2-4 hours:**
    - If a booking is missed without notice, the user will be billed for the full amount of time booked.
    - If < 24 hours notice is given, the user will be billed for half the time booked.
- **Missed/cancelled bookings > 4 hours:**
    - If < 24 hours notice is given, the user will be billed for the full amount of time booked.
    - If < 48 hours notice is given, the user will be billed for half the time booked.

ANALEST Chemistry and U of T Internal Rates

Current Rates (as of May 1, 2024):

Instrument:	Hourly Rate (Chemistry)	Hourly Rate (U of T)
GC	$19	$26
Headspace Autosampler	$17	$21
GC-MS	$29	$37
UHPLC	$19	$26
UHPLC-MS	$29	$37
Ion Chromatography	$19	$26
Supercritical Fluid Chromatography	$33 (min. $3000/year per group, prepaid)	$42 (min. $3000/year per group, prepaid)
ICP-OES	$92	$105
ICP-MS	$119	$137
Atomic Absorption Spectroscopy	$19	$26
FTIR Spectroscopy	$17	$21
Raman Spectroscopy	$28	$37
Fluorescence Spectroscopy	$17	$21
UV/Vis Spectroscopy	$17	$21
TOC/TN Analysis	$44	$53
Karl Fisher Titration	$18/sample	$26/sample
Microwave	$11/sample	$16/sample
Circular Dichroism Spectroscopy	$35	$42
Training	$50	$50