

# HFM Lab User Agreement

Position/title (user)

Print Name (user)

Date

If you are an external user, contact [contracts@bfs.ucsb.edu](mailto:contracts@bfs.ucsb.edu) to fill out necessary campus paperwork. The following information outlines the steps necessary to obtain access to the HFM lab. Initial next to each line item in both sections A and B.

Collect all necessary signatures on Page 2.

## Section A: Process (Initial each one once completed)

- \_\_\_\_\_ 1. Complete this form with your information, signature, initials, and your supervisor's signature.
- \_\_\_\_\_ 2. Take the EH&S online safety training and print the completion certificate:
  - a. Go to: <https://www.learningcenter.ucsb.edu/>. Log in with the correct affiliation.
  - b. Search for, select, and complete "UC LABORATORY SAFETY FUNDAMENTALS INITIAL", which has course code SBH-UCLSF-FUND-ECO. Print the certificate.
  - c. UCSB will prompt you to take "UC Laboratory Safety Refresher" every three years afterwards
  - d. If you are a UC Employee, enroll in the live safety training the next time that it is offered (announcements sent by your department and/or EH&S).
- \_\_\_\_\_ 3. Read all three sections of the HFM Lab Chemical Hygiene Plan (CHP).
  - a. Available online [here](#). Contact [mguidry@ece.ucsb.edu](mailto:mguidry@ece.ucsb.edu) with any questions about CHP content.
  - b. Sign the acknowledgment on page 2 of this agreement, confirming that you have read and understood the CHP.
  - c. You will also sign the lab's CHP roster during step 6
- \_\_\_\_\_ 4. Obtain a UCSB Access Card and print the **6-Digit Badge (after the \* on back of card) #** \_\_\_\_\_
  - a. Obtain an Access Card (if you do not already have one) with Door Access at the UCen Access Card photo center (hours are currently M-F 10am-4pm normally, 10am-2pm in summer). You will obtain a visitor card if you are not a UCSB student or employee. Card currently costs \$30.
- \_\_\_\_\_ 5. Obtain a UCSB ECE Department Access Authorization form.
  - a. Available at the ECE shop, Harold Frank Hall room 1160, contact [shop@ece.ucsb.edu](mailto:shop@ece.ucsb.edu) (Yellow form for UCSB users, Purple form for visitors)
  - b. Fill out form for ESB 2313, including an end date of Oct 1 of the current year.
  - c. Obtain approval from Professor Mishra and York; You must get one signature - other approvals can be an emailed to [shop@ece.ucsb.edu](mailto:shop@ece.ucsb.edu)
  - d. Obtain signature from your department's personnel manager (internal/academic users).
  - e. Obtain approval from the lab manager during step 6. Afterwards, turn in the completed form to the ECE shop.
- \_\_\_\_\_ 6. Complete HFM lab initial safety training:
  - a. Scheduled through the lab manager, this provides an overview of lab safety, additional instrument training and specific hazards.
  - b. Training typically takes place at 10am on the first Monday of every month, or by appointment. Confirm with the lab manager at: [mguidry@ece.ucsb.edu](mailto:mguidry@ece.ucsb.edu)
  - c. Matt will add you to the UCSB HFM Lab online safety roster system (<https://ehs.ucop.edu>), which will prompt you to complete PPE training and obtain PPE certification. Contact [mguidry@ece.ucsb.edu](mailto:mguidry@ece.ucsb.edu) if you are not added, or have not received this notice from UCSB EH&S. PPE is required, depending on station(s) used. See CHP.
  - d. Send a recent photograph (headshot) to [mguidry@ece.ucsb.edu](mailto:mguidry@ece.ucsb.edu), used to assist lab management in recognizing users authorized for the lab.
  - e. **Bring these to your safety training:** (1) this completed agreement form (2) your EH&S online safety training certificate.
  - f. After the training you will (1) sign your training needs assessment form (2) Sign the CHP roster (3) Sign your lab training needs assessment form.
  - g. Matt Guidry will sign your access authorization form after this is completed.

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**Section B: User policies and procedures (Initial each one once read and acknowledged). Violations can result in suspension or removal of lab privileges.**

- \_\_\_\_\_ 1. **Always** use the card readers when entering and exiting lab. Failure to properly use the card readers results in a charge to cover the time not accounted for.
- \_\_\_\_\_ 2. All users must sign-in while in the lab, even if they are working together.
- \_\_\_\_\_ 3. Users cannot bring visitors into the lab without prior approval unless they are members of the Mishra/York groups. Visitors must be supervised while in the lab.
- \_\_\_\_\_ 4. No food or drink is permitted in lab, except water in a sealable botte (kept sealed when not in use).
- \_\_\_\_\_ 5. The lab door is not to be propped open, but in the event that it is open or you are following another individual into the lab, you must pass your key card over the readers.
- \_\_\_\_\_ 3. You must stay in the lab until completion of an experiment. If you need to take a short break, the exit and entry process must be used each time.
- \_\_\_\_\_ 4. Preference goes to Mishra/York group members for all equipment usage.
- \_\_\_\_\_ 5. Each station and instrument requires training and typically has a reservation calendar. Contact [mguidry@ece.ucsb.edu](mailto:mguidry@ece.ucsb.edu) to arrange for training.
- \_\_\_\_\_ 6. Do not reserve excessive equipment time; For cancellations, remove reservation as far in advance as possible.
- \_\_\_\_\_ 7. No software installed or modifications made to lab computers/instruments without prior lab manager approval.
- \_\_\_\_\_ 8. Removal of equipment and supplies is only allowed with written permission.
- \_\_\_\_\_ 9. Email any equipment issues to station's maintainer and cc the lab manager. Also add a note to the logbook.
- \_\_\_\_\_ 10. Always log all instrument and station usage in the appropriate logbook.
- \_\_\_\_\_ 11. Lab information will be distributed via email. Forward email address updates to [mguidry@ece.ucsb.edu](mailto:mguidry@ece.ucsb.edu).
- \_\_\_\_\_ 12. Smoking is not allowed in or near any building on campus.
- \_\_\_\_\_ 13. Pathways, lab doors, and circuit panels must be kept clear and accessible at all times.
- \_\_\_\_\_ 14. Do not move furniture except for mobile equipment carts. Always verify that cords have necessary clearance while doing so.
- \_\_\_\_\_ 15. Should the fire alarms sound, quickly and calmly leave the building and assemble outside, on the other side of the bike path, near the Chemistry Building.
- \_\_\_\_\_ 16. Users must be 18 years or older, or seek additional approval from the lab's manager and PIs.
- \_\_\_\_\_ 17. Interns outside of the Mishra/York group will only be permitted as users under direct supervision of a grad student or similar qualified individual. Contact the lab manager in advance for proposed interns.
- \_\_\_\_\_ 18. The lab's instrumentation was purchased with federal grants and this support must be credited with the following statement: **"This work utilized in part the UCSB HFM Lab with instrumentation supported by ONR (Dr. P. Maki) and ARO (Dr. J. Harvey) DURIP grants"**. A copy of published manuscripts or a conference citation must be sent to [mguidry@ece.ucsb.edu](mailto:mguidry@ece.ucsb.edu) to share with funding agencies.
- \_\_\_\_\_ 19. **Emergencies related to personal injury or structural issues require a call to 9-911. Follow-up with a call to the ECE Department Safety Representative Paul Gritt at 805-893-5775.**

## HFM Lab Chemical Hygiene Plan (2019)

Link: [Chemical Hygiene Plan](#)

By signing below, you acknowledge that you have read Sections I, II, and III of the Chemical Hygiene Plan for the HFM lab and understand the policies and procedures discussed in this document. **Note: This document is subject to change. An updated hard copy will be kept in the lab and soft copies can be found at the above link.**

\$375

User's Signature (HFM Lab CHP Acknowledgment)

User's Printed Name

Date

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# HFM Lab, User Information, rates, and approvals

I have read the above HFM Lab policies and procedures (both Sections A and B on Page 1) and agree to abide by them and any changes in the future. I further understand that my HFM lab privileges may be revoked at any time and for any reason.

**User's Signature**

Print Name

Print title

Date

Email Address

Group/Company

## HFM Lab Billing Rates

These rates are subject to change. Notice will be sent at least 30 days in advance of proposed rate changes. Current and proposed rates will be posted on lab door. Monthly invoices with Net/30 terms will be supplied to external users. For billing inquiries contact Audra Pearce ([eleg-labrecharge-admin@ucsb.edu](mailto:eleg-labrecharge-admin@ucsb.edu)):

- |       |    |   |
|-------|----|---|
| _____ | 1. | HFM Lab Hourly Rate<br><b>·Internal/academic User: \$23.62/hour</b> <b>·External User: \$47.50/hour</b>   |
| _____ | 2. | HFM Lab New User fee (covers initial safety and technical training, assessed one time only for new lab users)<br><b>·Internal/academic User: \$220.45</b> <b>·External User: \$850</b>  |
| _____ | 3. | HFM Lab Ongoing support fee for low-hour users<br>This fee addresses higher average support burden for low usage users.<br><b>·Internal/academic User: \$63.76/instance</b> (Assessed once every July 1 and Jan 1 for users with fewer than 6 lab hours in the prior 6 month period. The first time the fee can be assessed will be Jan 1 2020)<br><b>·External User: \$175/hr</b> (Assessed on a case-by-case basis for users who require more than normal levels of support. To be disclosed to user in advance.) |
| _____ | 4. | HFM Lab W-band loadpull hourly rate only initial if you will use this system.<br><b>Internal/academic User: \$23.62/hour</b> <b>External User: \$255.00/hour</b><br><i>Note: This system is only made available on a case-by-case basis. The internal user rate for this system does not reflect all ongoing capital expenses for system upkeep and internal users may be separately requested to contribute towards these.</i>   |
| _____ | 5. | Failure to use Entry/ Exit Reader fees: 3 hours of the applicable hourly rate   |

I (the PI/Employer of the user listed above) wish to sponsor this user for HFM Lab access and I agree to the lab policies, to pay the rates listed above, and I understand that HFM lab privileges for my user(s) may be revoked at any time and for any reason.

**PI/Employer Signature (Must have signature authority to approve lab fee payments)**

Print Name

Date

Email Address

Company/UCSB Department

Accounting Contact

### For Office Use:

Authorization By Lab Manager:

Signature: \_\_\_\_\_

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