Welcome to the Surface Analysis Center (SAC)! As part of the Department of Chemistry and Biochemistry and partner of the Maryland Nanocenter, we look forward to working with you.

There are a few things required before you can begin work in SAC:

1. Please fill out the attached form with the information requested and return to SAC Management (contact details below). We also require that your organization (including University of Maryland non-UMCP users) issue a purchase order to the NanoCenter before using SAC. The PO can be for a specific number or hours or (preferably) a blanket purchase order NTE a fixed amount of money. We will bill you monthly only for the hours you used. If you have any questions about how to structure you purchase order, please contact:

   Dr. Karen Gaskell, SAC Director
   University of Maryland
   BO127 Chemistry Building # 091
   College Park, Maryland  20742
   Phone: (301) 405-4999
   Fax: (301) 314-9121
   Email: kgaskell@umd.edu

2. Once the form is filled out and accepted, all users must schedule a SAC training session with Karen. During that time, you will learn how to properly operate the appropriate instrument.
3. Make sure you register on the NanoCenter Scheduler website.

   http://www.nanocenter.umd.edu/scheduler/

   Once you become a member, you can access the nanocenter scheduler to check tool availability and to reserve time on our tools.

4. Training for each person will cost $100 for UMCP, $150 for other UM system, outside universities or Government, and $200 for Commercial interests in addition to the billing of the training hours. Hourly rates are listed below both for training and normal operations.

<table>
<thead>
<tr>
<th>Hourly Rates</th>
<th>HY Raman Microscope</th>
<th>Digital Instruments AFM-Multimode III</th>
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<tbody>
<tr>
<td>UMCP</td>
<td>$32</td>
<td>$30</td>
</tr>
<tr>
<td>External non-profit/ university</td>
<td>$49</td>
<td>$46</td>
</tr>
<tr>
<td>Small Commercial/ MTECH</td>
<td>$95</td>
<td>$85</td>
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<tr>
<td>Large Commercial</td>
<td>$106</td>
<td>$96</td>
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</tbody>
</table>
SAC External User Registration Form

Date: ___________

Federal I.D. Number________________
Billing Code: _________ (assigned by SAC)

Organization: _______________________________________________________

Billing Address1: ______________________________________________________
Billing Address2: ______________________________________________________
Billing Address3: ______________________________________________________

Business Contact: _____________________________________________________

Phone: __________________________
email: __________________________

Purchase Order Issued? □ yes □ no
If yes, Purchase Order Number____________

Authorized Users:

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<thead>
<tr>
<th>Name</th>
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Reviewed by NanoCenter Staff: __________