

DEPARTMENT OF
CHEMISTRY & BIOCHEMISTRY



*Surface Analysis Center
Sign-Up Sheet for External Users*

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 your 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.

<i>Hourly Rates</i>	HY Raman Microscope	Digital Instruments AFM-Multimode III
UMCP	\$32	\$30
External non-profit/ university	\$49	\$46
Small Commercial/ MTECH	\$95	\$85
Large Commercial	\$106	\$96



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:

Name	Phone	email
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Reviewed by NanoCenter Staff: _____