Welcome to the Surface Analysis Center (SAC)! As part of the Maryland NanoCenter and Department of Chemistry and Biochemistry, 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 our SAC scheduler to check tool availability and to reserve time on our tools.

<table>
<thead>
<tr>
<th><strong>Hourly Rates (self use)</strong></th>
<th>HY Raman Microscope</th>
<th>Digital Instruments AFM-Multimode III</th>
<th>Asylum MFP3D AFM</th>
<th>AFM-cypher ES</th>
</tr>
</thead>
<tbody>
<tr>
<td>UMCP</td>
<td>$32</td>
<td>$30</td>
<td>$30</td>
<td>$30</td>
</tr>
<tr>
<td>External non-profit/university</td>
<td>$49</td>
<td>$46</td>
<td>$46</td>
<td>$46</td>
</tr>
<tr>
<td>Small commercial/MTECH</td>
<td>$95</td>
<td>$85</td>
<td>$85</td>
<td>$85</td>
</tr>
<tr>
<td>Large commercial</td>
<td>$106</td>
<td>$96</td>
<td>$96</td>
<td>$96</td>
</tr>
</tbody>
</table>

**Training Charges**

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

**Technical Assistance / full service**

If you prefer SAC personnel to collect data on your behalf the hourly charge will be 3 times the self-user rate.
# 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:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>email</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Reviewed by NanoCenter Staff: __________