



**APPLICATION FOR
INSTRUMENT ACCESS**

Instrument	Date Applied	Date Authorized	Location
Atomic Absorption Spectrometer Varian Mod. 220FS (AAS) Flame			AJM-324
Fourier Transform Infrared Spectrometer Nicolet 6700 (FTIR)			AJM-328
Fourier Transform Infrared Spectrometer ABB FTL2000 (FTIR)			AJM-328
GC/MSD System Hewlett-Packard Model 6890 (GCMSD)			AJM-328
GC Varian CP-3800 (GC)			AJM-328
GC Varian 3900 (GC)			AJM-328
UV-Vis Spectrophotometer Cary Model 50 (UV-Vis)			AJM-229
UV-Vis Spectrophotometer Cary Model 100 (UV-Vis)			AJM-324
Varian Cary Eclipse (Fluorimeter)			AJM-324
Nuclear Magnetic Resonance Spectrometer (NMR)			AJM-329
Other (Specify):			

User Name: _____

E-Mail: _____

Date: _____

Contact Phone: _____

User Signature: _____

Supervisor's
Signature: _____

Upon signing you agree to abide by all rules and policies DePaul department of Chemistry as follows:

1. **Access:** Users will be assigned a computer identification for their exclusive use. A user's access code must not be "loaned" to anyone else. Users may obtain access by filling out an application and completing necessary training from Massimo Pacilli, Room AJM-317.
2. **Access Responsibility:** The access code will monitor the identity of the user. Consequently anyone who opens the door is then responsible for anyone who enters subsequently without entering a user number. Computer access is granted in accordance with departmental policy. DePaul computers are actively monitored and are intended as instrument interfaces and should never be used for web or email access.
3. **Instrumentation Authorization:** An integral part of the application process requires that the users be "checked out" on any and all instruments they intend to use by the Laboratory Manager or a person authorized to train others. If an instrument appears to be malfunctioning, report this immediately to the Laboratory Manager (5-8016, Rm.317), and submit a problem report form. Users should not try to correct problems unless they are thoroughly familiar with the instrument function and maintenance, as they may be held responsible for damage caused by improper corrective action.
4. **Lab Safety:** Chemistry department safety policies must be adhered to at all time in the laboratory. These policies can be found on the DePaul University, Environmental, Health, and Safety website (<http://rmehs.depaul.edu/>) and must be reviewed prior to using instrumental facilities. Users are requested to notify the lab managers in advance if an application calls for supplemental waste containers, biological hazards, posted notifications, or other safety features are needed.

Violations: Violation of the chemistry department user policies may result in temporary or permanent suspension of access.