

COLLEGE OF ENGINEERING AND APPLIED SCIENCE
USER AGREEMENT FOR SHARED LABORATORY EQUIPMENT

Complete and Return to College Facilities Manager
(*Steve Salmans, ssalmans@uwyo.edu, 307-766-6170*)

User Name: _____ User W Number: _____
User E-Mail: _____ User Phone: _____
Equipment to Use: _____ Location of Equipment: _____
User's Supervisor's Name: _____ Project: _____
Period of Expected Use: _____ Acct No: _____

The College of Engineering and Applied Science purchased equipment and instruments using Engineering Initiative (Tier 1) funds. These resources are located in laboratories that: (a) require access permission, (b) include other resources that were not purchased by the College, (c) contain research projects being conducted by other researchers, and (d) are often managed by lab managers who oversee operation of the entire laboratory. Therefore, while the use of College-purchased equipment and instruments is available to all researchers in the College, such use is a privilege and not a right. By signing this user agreement, you and your supervisor confirm and agree to the following:

1. You have received the necessary training to use the equipment and instruments.
2. You will follow the access, training, and scheduling procedures established for the equipment and instruments.
3. You will follow the operating and safety procedures for the equipment and instruments.
4. You will follow the operating and safety procedure for the laboratory in which the equipment and instruments are located.
5. You will not bring unauthorized individuals into the laboratory or facilitate the access of such in any way.
6. You recognize that your usage of equipment and instruments is being tracked to allow appropriate billing for time used.
7. You will report to the lab manager(s) (if applicable) and the College facility manager any issues with the instrument identified during your use of the instrument, including any accidents or instrument malfunctions.
8. You will provide all consumables required for equipment and instrument use.
9. You will only use the equipment and instruments which you are authorized to use.
10. Your access to the laboratory, the equipment and the instruments will be rescinded temporarily for violating any of the above, and may be rescinded permanently.
11. Your supervisor may be responsible financially for any and all costs associated with repairs of the equipment and instruments due to your use.

User Signature, Date

Supervisor Signature, Date