

DEPARTMENT OF  
**CHEMISTRY & BIOCHEMISTRY**



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

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 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](mailto: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 if you plan on making your own reservations.

<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.

<b><i>Hourly Rates</i></b>	HY Raman Microscope	Digital Instruments AFM-Multimode III
UMCP	\$28	\$25
Other UM system	\$42	\$40
Outside University	\$42	\$40
Government	\$42	\$40
Commercial	\$88	\$80



## 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: \_\_\_\_\_