



## *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 (Karen Gaskell). 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 of 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:

Alice Mobaidin  
Accounts Administrator,  
Maryland NanoCenter  
[mobaidin@umd.edu](mailto:mobaidin@umd.edu)  
301-405-6047

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., Please contact:

Karen Gaskell, PhD  
Director, Surface Analysis Center  
B0127 Chemistry Building (091)  
[kgaskell@umd.edu](mailto:kgaskell@umd.edu)  
301-405-4999

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.

### SAC Rates

<b>Hourly Rates (self use)</b>	HY Raman Microscope / hr.	Asylum Cypher AFM / hr.	Asylum MFP3D AFM
UMCP	\$34	\$32	\$32
External non-profit/ university	\$52.50	\$49	\$49
Small commercial/ MTECH	\$78	\$90	\$90
Large commercial	\$150	\$101	\$101

### Training Charges

Training is available to SAC facility users at a discounted rate. Facility users would be defined as a user who accumulates at least 20 hours of independent use within the 12 months immediately following training. We also offer the same training for those who intend to use instruments outside the SAC, see table below. If the user trains as at the discounted SAC rates but does not accumulate 20 self-use hours in the first 12 months they will be billed the difference up to 20 hours including the initial costs incurred during training

<b>Training Rates (per session)</b>	Raman SAC user	Raman Using External Raman	AFM SAC user	AFM Using External AFM
UMCP	\$100	\$500	\$100	\$500
External non-profit /University	\$150	\$750	\$150	\$750
Small Commercial / MTECH	\$200	\$1000	\$200	\$1000
Large Commercial	\$250	\$1500	\$250	\$1500

Note the training fee for AFM includes items to get you started, an AFM probe, gel pak box to store probe in etc. Training rates are in addition to the self-use hourly rate.

### Technical Assistance / Full Service

If you require technical assistance after training or if you prefer SAC personnel to collect data on your behalf the hourly charge will be 3 times the appropriate 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:**

Name	Phone	email	Training Category Internal* or External
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	

Reviewed by NanoCenter Staff: \_\_\_\_\_

\*Users who select internal for training must fulfil 20 hours of self-use during the first 12 months after training or be liable for the difference in cost of those hours as defined on the previous page.