



Electron Microanalysis & Imaging Laboratory

New User Form

Electron Microanalysis & Imaging Laboratory (EMiL)
Science and Engineering Building (SEB 1119)
University of Nevada Las Vegas
4505 S. Maryland Parkway
Las Vegas NV 89154-4010

1. User Information

First Name:	Last Name:
Mailing Address:	Email Address:
Institution/Organization:	Phone number:
Advisor Name (if applicable):	Advisor Email (if applicable):

2. Account Information *Fill in the first row if you have a UNLV worktag, or the other rows if you are external to UNLV.*

UNLV worktag to be charged:	Worktag expiration date:
Grant or account number to be charged:	Name of the person in charge of the account:
	Email address of the person responsible of the account:
	Account funding agency:
	Account expiration date:

3. Safety Trainings *UNLV affiliates only*

Have you completed the UNLV Chemical Hygiene/Laboratory Safety (in-person) training?
Yes
No
Have you completed the UNLV Radiation Safety Awareness (online) training?
Yes
☐ No

4. Job Description

Which instrument(s) are you interested in using?	<i>Check all that apply</i>	Resolution required:
TESCAN Clara FE-SEM		Resolution required:
TESCAN Vega SEM		
JEOL JXA ISP 100 Electron Probe Microanalyzer		
Gold coater		
Carbon coater		
Pace Technology GIGA 0900 Vibratory Polisher		
What is the primary purpose of your usage?	<i>Check all that apply</i>	
Quantitative analyses (electron microprobe, WDS)		
Semi- Quantitative analyses Dispersive X-ray Spectroscopy (EDS)		
Imaging		Specify (SE, BSE, CL, STEM):
Electron Backscatter Diffraction (EBSD)		

5. Sample Description

Sample Description:
Sample Type:
Composition:
Size/Dimension:
Quantity:
How were your samples prepared electron microscopy work? :
How were your samples mounted for electron microscopy work? :
Will your samples require coating? :

6. Do you have prior experience with electron microscopy?

Yes	Specify:
No	

7. Do you require a training session?

Yes	Please bring only two samples in total. A maximum of two persons can be trained at a time.
No	

8. Please provide any additional information or specific requirements you would like to add

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9. If you wish to be added to the EMiL emailing list, please provide the appropriate email address below.

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EMiL Facility User Agreement

I hereby agree to use the EMiL facility under the following terms:

Instrument Training:

- Instrument training will be scheduled and provided by the EMiL facility manager via email at melissa.drignon@unlv.edu.
- The instrument schedules can be viewed here: <https://emil.sites.unlv.edu/booking-and-calendars/>.
- Fees can be reviewed here: <https://emil.sites.unlv.edu/fees/>.
- Cancellations are accepted up to 24 hours prior to the scheduled session; beyond this time, a late cancellation fee will be applied as described on the EMiL website (<https://emil.sites.unlv.edu/fees/>).
- A \$15 late fee will be applied for arrivals 15 minutes or more past the scheduled time.

Session Scheduling:

- Once the training session is completed, the user can schedule sessions by emailing the facility manager.
- The instrument schedules can be viewed here: <https://emil.sites.unlv.edu/booking-and-calendars/>.
- Only trained users can use an EMiL instrument independently on the instrument they were trained on. Fees can be reviewed here: <https://emil.sites.unlv.edu/fees/>.
- Cancellations are accepted up to 24 hours prior to the scheduled session; beyond this time, a late cancellation fee will be applied as described on the EMiL website (<https://emil.sites.unlv.edu/fees/>).
- A \$15 late fee will be applied for arrivals 15 minutes or more past the scheduled time.

Safety:

- Food and drinks are prohibited within the EMiL facility.
- Anyone who accesses the EMiL facility must wear closed shoes and long pants.
- For safety reasons, the EMiL entry doors (SEB 1119 and SEB 1110) must remain locked at all times.

Acknowledgement:

- By utilizing the EMiL facility at UNLV for electron microscopy work, I agree to acknowledge EMiL in all relevant research documentation, including peer-reviewed publications, theses, conference materials, and any related outputs.

Cost Awareness and Invoicing:

- I agree, and/or my supervisor (when applicable) is aware of the costs associated with utilizing the EMiL facility and has provided a UNLV worktag, grant, or account number to be charged.

The EMiL facility manager will send a monthly recap (pre-invoicing email) to both the user and PI (when applicable) detailing EMiL facility usage so that the user can verify the amount to be charged and make corrections if necessary. The aim is to do this a week prior to invoicing when possible. The invoice will be sent in the first week of each month to our accountant with the PI cc'd in the email.

User's Name

User's Signature

Date

Supervisor's Name (when applicable)

Supervisor's Signature (when applicable)

Date