

Spectroscopy Laboratory Registration Form

Print this form and complete as many details as possible, then bring it to your training session.

Select the appropriate user type

☐	Undergraduate [☐] Honours [☐]	☐	Visiting Fellow
☐	Postgraduate: Masters [☐] PhD [☐]	☐	Academic Staff
☐	Postdoctoral	☐	General Staff
☐	Research Fellow	☐	External User
☐	Other :		

User Information

Surname _____
Given Name _____
Student/Staff No _____
Email _____
Work phone _____
Mobile _____
School/Organisation _____
Projects _____

Supervisor Information

Name _____
Email _____
School/Organisation _____
Phone Number _____
Fax Number _____

Training attended

Training Date _____ Trainer Name _____
Instrument _____ Risk Management Form completed? Yes/No

Account Details	Dept ID	Fund	Project/Grant	Budget Period
(Example entry)	MATSC&EN	RExxx/OPxxx	RG/PS	20xx

Signature:	Date:
Name:	User code (office use only):

IMPORTANT - By signing this form you are agreeing to our access conditions for the laboratory. (1) You may not allow unregistered users into the Spectroscopy Laboratory without permission from the laboratory manager; (2) You shall not give your zID and zPass to unregistered users to log on to the instrument computers. This is strictly forbidden and access to both users will be suspended for 3 months; (3) You agree to follow our safety procedures; (4) Instruments on our on-line booking system must be booked prior to use. Unused time should be unbooked to enable others to use the equipment. Users who consistently use less than 50% of their booked time may be charged for the full booking; (5) The Spectroscopy Laboratory takes no responsibility for your samples, and they must not be left in the laboratory after your analysis and users who consistently fail to clean up will lose access to the laboratory.