

MSE Characterization Labs Training Policy and Procedure

Training

All equipment users must have the proper online and hands-on training to use MSE labs and equipment.

For Training:

- 1) Prior to training, you must register for an iLab account and choose your PI as your lab within iLab. (See the SOP on How to Register for iLab)
 - a) If your PI does not have an iLab account, please notify the MSE Lab Supervisor so a Lab can be set up in iLab.
 - b) Training will not be held if an account number hasn't been given to the MSE Lab Supervisor at least 24 hours prior to training. Some PI's do not give their account number to their research team members. In this case, the PI must either email the account number to the MSE Supervisor or the PI can manage the account number within their own Lab on iLab. (See the SOP on How to manage an iLab Lab as a PI).
- 2) Complete the MSE Equipment User Registration form. Part A of your form must be completely filled out. Email this form to msetraining@iastate.edu.
- 3) An email request will be sent to you to join the MSE Safety Training group on Canvas. Please accept the invitation so that the lab coordinator can verify that you have completed the following Learn@ISU courses:
 - a) Laboratory Safety: Core Concepts
 - b) Fire Safety and Fire Extinguisher Training
 - c) Emergency Response Guide Video
 - d) Additional online, equipment-specific courses may also be required. Plea
- 4) Email mselabs@iastate.edu to schedule a training time. No training will be scheduled or given without proof of passing the safety courses, a completed MSE Equipment User Registration, and an iLab user account that is set up and connected to funding.

Standard Operating Procedures (SOP's) can be found on the ISU MSE website:

<https://www.mse.iastate.edu/sops/>

Billing Policy:

You will be billed on your iLab reservation time unless you log into Kiosk and start the timer. If you log into Kiosk and start the timer, you will be billed on your timed session. If you are a "No Show", you will still be billed on your reserved time.

Return registration form to folder outside of Michelle's office: 2240E Hoover

MSE EQUIPMENT USER REGISTRATION

A: USER INFORMATION

EQUIPMENT NAME: _____

PERSONAL DATA

USER NAME: _____
Last First Middle

ISU INFO: _____
Department ID#

_____ *E-Mail Cell#/ Home Phone #*

ADDRESS: _____
Campus Office Work Phone #

GROUP LEADER: _____
Name (Please Print) Office Phone #

_____ *Supervisor Signature Supervisor E-Mail*

FUNDING SOURCE (ACCOUNT#): _____

B: TRAINING REQUIREMENTS

*Trainer Initials
REQUIRED*

TRAINING: Standard Operating Procedure

iLab Training

Learn@ISU Training

AUTHORIZATION

Trainer Name (Print): _____
Trainer's Name (Print)

Permission to use equipment _____ Date: _____
Trainer Signature

Permission Granted to Room: _____ *Staff init.*

Access Granted to iLab Schedule: _____ *Staff init.*