

## Equipment Training Form

### Instructions for new users:

This form must be filled out after the final check-off training for each tool.

*Please email this form to the lab manager (sandra.malhotra@tamu.edu), all trainers, and the program specialist (hprichard@tamu.edu). Upon receipt of this form, AggieFab staff will grant key card access to AggieFab and permission to reserve tools in iLab during normal business hours (Mon - Fri, 8am - 5 pm).*

### **Please note the following about billing for training and tool time in AggieFab :**

Completed reservations in iLab may be deleted by AggieFab staff within the billing month so a fee is not invoiced under specific circumstances and at the discretion of the Lab Manager, such with a catastrophic tool fault during a long process run that negates the quality of the processed sample(s).

Reservations will not be deleted after the fact for every tool fault or process issue because AggieFab is an academic research facility with many variables, and desired results may not always be achieved.

Invoiced training and tool usage charges may be disputed up to 7 days after the initial iLab statements are released to PIs near the beginning of every month. Similarly, invoiced charges will not be removed for every tool fault or process issue.

Users are responsible for their own research, calculations, results, samples, and associated fees. Results may only be guaranteed when a full time research staff member is providing a "Staff Run".

Check this box if you have completed initial area specific and gowning training

Equipment Name:

Trainee Name:

Trainee UIN:

Training 1

Trainer:

Date:

Training 2

Trainer:

Date:

Checkoff Training

Trainer:

Date: