

Microscopy Service

TERMS & CONDITIONS of USE

1. Reservation

- 1.1. The instruments are booked on a first-come-first-served basis.
- 1.2. Microscope reservations must be made **at least one week in advance**.

2. Information

- 2.1. Users will provide CLPU with descriptive information concerning the services to be performed using the "Microscopy Service Request". If multiple service requests are involved, the applicant shall provide a separate description of the service needed with each request.
- 2.2. Users shall provide CLPU with information as to the potential hazards of any material submitted to the Center. CLPU reserves the right to reject accept any request if CLPU determines that a specimen represents a risk due to health, safety, environmental or other factors.
- 2.3. If users will not be present during the service, written instructions concerning its handling shall be also provided. Any shipment arrangements for materials or information will be at user's expense. CLPU shall not be responsible for any damage or destruction of any material or information occurring during the course of the delivery to or from the CLPU.
- 2.4. The cost of disposing of all information and non-hazardous materials provided by the user shall, unless otherwise agreed, be the responsibility of CLPU. Hazardous material shall be returned to the user, if not present during service, at its own expense.

3. Services

- 3.1. The microscopes will be operated by authorized personnel only.
- 3.2. However, with CLPU's prior written consent and upon satisfactory completion of training or demonstration of proficiency on the applicable equipment, users may be allowed to partially perform its own service. CLPU shall have no obligations regarding the performance or results of users' work. Users undertake to use the microscopes, equipments and techniques properly and not to use specimens that may cause damage. Shall any damage occur during this usage, the user shall be responsible and agrees to be liable for all damages, repairs and replacement.
- 3.3. **Each user is responsible for the preparation of the specimens.** It is highly recommended to bring specimens prepared. Specimens must fulfill all requirements established by CLPU to prevent any damage to the microscope or the staff. Otherwise, **CLPU reserves the right to cancel the service.**
- 3.4. Unless specifically agreed, **completion times are not guaranteed.** Large number of specimens, non-standard procedures, etc, may increase project completion times. In case of fee-based services, if the service takes longer than estimated due to **incorrect preparation of the specimens**, the extra time will be invoiced to the user.

4. Cancellations

- 4.1. We strongly urge to please notify cancellations at least 48 hours in advance. Otherwise, fee-based services will be charged as detailed in the "Fee Policy" of the Microscopy Service.
- 4.2. In the event the services cannot be performed within a reasonable time or due to circumstances beyond the control of CLPU, CLPU will notify the user as soon as reasonably possible. The user shall have the option of terminating the agreement with reimbursement to CLPU for its reasonable costs to the date of termination, or continuing the service.

5. Results

- 5.1. Images, data, reports or analysis provided by CLPU in connection with services performed shall become the property of the user upon full payment (if applicable).
- 5.2. Any improvements of methodology, discoveries, inventions, copyrightable work, equipment, or process developed solely by CLPU during the course of this service, and which can use independently of this service, shall be the sole property of CLPU.
- 5.3. For safety reasons, users' storage media, such as memory sticks, external hard drives... cannot be use directly on the microscope hardware. Authorized personnel shall be in charge of recording and transmitting the results of the service to users, which shall constitute total fulfilment of CLPU obligations.

6. Acknowledgements

- 6.1. Users exempt from payment (total or partially) undertake to acknowledge the usage of CLPU equipment in the publications where the images, data, reports and analysis provided by the center would be included, with the following statement or similar:

"The author(s) would like to acknowledge Spanish Pulsed Laser Center (CLPU) for instrument (SEM/AFM/Optical Microscope) use and scientific and/or technical assistance"

- 6.2. Users exempt from payment (total or partially) undertake to send CLPU the details about the use given to the images, data, reports and analysis provided by CLPU through the "Feedback Report" and to send a hard or soft copy of the publication with the acknowledgement.
- 6.3. The failure to comply these obligations by users may imply the refusal of future services.
- 6.4. Would CLPU wish to make any use of the results of the service, authorization to the user should be requested. CLPU will acknowledge their authorship.