**Maxwell Centre Powder Diffractometer – User Registration Form**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name |  | | | | | | | CRSid | |  | |
| Department |  | | | | Email address | | |  | | | |
| Room number |  | | | | Phone Number | | |  | | | |
| **Additional Information required for those without card access to Physics / Maxwell Centre** | | | | | | | | | | | |
| Mifare Card Number (available from department / college) | | | |  | | | University Card expiry date | | | |  |
|  | | | | | | | | | | | |
| Supervisor / Line manager | |  | | | | Department | | |  | | |
| Group | | |  | | |
| UCAM Users | | Grant Code use to be charged to | | | |  | | | | | |
| Department in which grant is managed | | | |  | | | | | |
| Other Users | | To be invoiced to | | | |  | | | | | |
| Signed by Supervisor / Line Manager | | |  | | | | | | | | |
| Date | | |  | | | | | | | | |
|  | | | | | | | | | | | |
| **New user checklist**  N.B. instrument training will only be given once items 1-4 are complete. | | | | | | | | | | | |
|  | | | | | | | | Signed | | Date | |
| 1. Registered as a member / visitor in the Maxwell Centre or department of Physics | | | | | | | |  | |  | |
| 2. Attended department of Physics Health and Safety Induction | | | | | | | |  | |  | |
| 3. Attend Maxwell Building Induction | | | | | | | |  | |  | |
| 4. Registered and authorised radiation user | | | | | | | |  | |  | |
| 5. Standard training (ambient Temperature measurements) | | | | | | | |  | |  | |
| 6. User has read RA, Local Rules + training agenda and signed | | | | | | | |  | |  | |
| 7. Training on low Temperature Stage | | | | | | | |  | |  | |
| 8. Added to diffractometer user email list | | | | | | | |  | |  | |
| 9. Added to XRD users booking calendar | | | | | | | |  | |  | |