Checklist for New Outside Users of the CNF

Please have the new user and his/her institution (officer of appropriate authority, i.e., Vice President for Research, Dean, Director) check off the following procedures:

You need to......

1. _____ Retrieve the CNF User's Lab Information and Safety Manuals and a Memorandum of Understanding form [liability agreement] for all new users of the facility at our Web site: http://www.cnf.cornell.edu/cnf/gettingstarted.html. OR email Kathy Springer, Facility Administrative Assistant, Springer@cnf.cornell.edu, to send the new user the above information — two weeks in advance preferably. Please have new user read the materials before the user arrives at the CNF.


3. _____ Receive a CNF Project number and staff host from Michael Skvarla as approval for your submitted proposal. [Check CNF User's Manual, Section 5.1.3]

4. _____ Make sure the dates for the new user's first visit are approved by your assigned CNF staff host. [Check CNF User's Manual, Section 5.4]

5. _____ Fill out Memorandum of Understanding for each new user for their first visit at the facility, secure appropriate signatures, and fax each application [both sides] to Kathy Springer at 607-255-8601. NOTE: This liability form needs to be at the CNF one week PRIOR to actual visit. Please make sure the new user brings the original(s) to the CNF. [Check CNF User's Manual, Section 5.5]

6a. _____ Secure a purchase order from your institution to cover the work the new user [under the project] plans to do, and send it to Denise Budinger's attention at the CNF. [Check CNF User's Manual, Section 5.8]

6b. _____ Allocate a few days for the CNF orientation (Parts I, II, III; each must be completed) and for any equipment training. [Check CNF User's Manual, Section 5.5]

6c. _____ Contact Kathy Springer for orientation scheduling; usually Mondays for Parts I and II; within the same or following week for Part III.

6d. _____ Make any reservations for your stay in Ithaca by emailing Kathy Springer, Springer@cnf.cornell.edu, for the CNF apartment, or call for other local lodging of your choice (see pgs. 48 & 49 of the CNF User's Manual, Section 5.9). Never take lodging in Ithaca for granted--start early!
Memorandum of Understanding for Non-Cornell Users of CNF

Part 1: User Institutional Approval

All Users (and their institutions) of the CNF Laboratory Facilities through the CNF User Research Program represent that they have read and understand and agree to the terms of this Memorandum of Understanding, and have asked any questions they may have in reference to this memo or any other information they have received before signing.

The User and his/her institution understand that his/her use of the laboratory is controlled by the provisions of the CNF National User Program through which he/she has a project. Laboratory use is provided only for research work in conjunction with the specific project described in the User's currently approved CNF proposal.

The User and his/her institution understand that he/she is not an employee of Cornell and that Cornell provides no Worker's Compensation or other Liability Coverage for the User's benefit. The User is deemed to be acting as a representative and employee of his/her institution during work at CNF. All Users will have their own health and accident insurance and the user institution must carry business liability ($1M) coverage. Cornell will not be responsible for any medical expenses that the User may incur.

The User and his/her institution shall release, hold harmless, and indemnify Cornell University, its officers, agents and employees from any and all claims, damages, costs (including reasonable attorneys' fees) and liabilities arising out of the User's use of CNF Laboratory Facilities other than those which result from the negligence of Cornell University, its officers, agents, or employees.

(NOTE: Institutional approval must be by an officer of the institution with appropriate authority, e.g. the Vice President for Research, Dean, or Director; NOT the Principal Investigator.)

Please Print Clearly

CNF Project No: ______________
Institution: ______________________________________
Date: ___________________________
Officer: ____________________________
Title: _____________________________
Officer Signature: ____________________________

Part 2: User/CNF Agreement

In addition, the User warrants that he/she has been provided with the CNF Laboratory Usage and Safety Manual and the CNF User Information Manual. The User has read and understands and agrees to abide by the usage rules and safety provisions discussed in these manuals.

While the User will be trained in general chemical safety before being allowed to use chemicals, and in the operation of the particular processing instruments required by his/her work, the User assumes primary responsibility for his/her personal safety. It is expected that the User will operate all instruments and equipment in a safe and professional manner, consistent with the operating instructions and the Laboratory rules. The User represents that his/her knowledge of chemistry and general laboratory practice is advanced enough to permit the safe pursuit of the project in question.

The User acknowledges that CNF is a research enabling center, the User retains ultimate responsibility for project progress and development, and Cornell does not in any way warrant or assure a particular project result.

The User, by completion of this Memorandum of Understanding, hereby warrants that he/she has been given a copy of the CNF Laboratory Usage and Safety Manual and the CNF User Information Manual; has had the opportunity to ask any questions he/she might have about the procedures, policies, rules and/or guidelines of the CNF; has received and understood the answers to those questions; and has fully read and agrees with this Memorandum of Understanding.

Please Print Clearly

User Agreement with Part 2:

User Name: ____________________________
User Signature: ____________________________
Email Address: ____________________________

Please fax this completed form to Kathy Springer at 607-255-8601.

Then mail (or bring) the original to:
Kathy Springer, CNF - Cornell University,
250 Duffield Hall, Ithaca, NY 14853-2700