

# Order sheet for university-internal users

The sheet must be submitted in full and signed before performing the work/measurement to Marcel Wienand - NETZ U1.16, Tel: 9-8038 - or the respective equipment supervisor.

Username:	<input style="width: 95%;" type="text"/>	Work-group:	<input style="width: 95%;" type="text"/>
Phone:	<input style="width: 95%;" type="text"/>	E-Mail:	<input style="width: 95%;" type="text"/>

The usage costs <sup>1</sup> are financed by:	
<b>1. Basic budget funds</b>	
Cost center and Fonds or PSP-element:	<input style="width: 95%;" type="text"/>
<b>2. Third-party funds</b>	
Project:	<input style="width: 95%;" type="text"/>
PSP-element:	<input style="width: 95%;" type="text"/>
Should the usage costs be automatically collected by ICAN?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Device/method (Multiple answers possible)	<input type="checkbox"/> AFM <input type="checkbox"/> Raman <input type="checkbox"/> SAM <input type="checkbox"/> TEM <input type="checkbox"/> TOF-SIMS / Profilometry <input type="checkbox"/> XPS <input type="checkbox"/> Other devices: <input style="width: 150px;" type="text"/>
---	---

Please give sample descriptions individually for each sample (attach extra sheet if necessary):

The samples contain the following chemical elements (please list individually for each sample):

The samples contain the following hazardous substances (please list individually for each sample):<sup>2</sup>

--

The following hazards/risks and safety measures must be taken into account during sample preparation (cutting, grinding, polishing, etc.) and sample analysis (if necessary attach safety data sheets/extra sheets):<sup>2</sup>

--

This order was coordinated with the group leader. The work/measurements are not carried out/commissioned as part of an economic activity.<sup>3</sup>

With my signature, I confirm the accuracy of the information.

--

**Date + Signature of the user**

### General hints

- <sup>1</sup> Should it be a decentralized device, the financing must be secured. All decentralized costs will be charged. Please contribute as fully as possible to the usage costs. To do this, use funds from the basic budget, incentive funds and/or third-party funds. If necessary, also take into account the guidelines for use of your of your third-party funder or project sponsor. ICAN is not responsible for the correct use your funds.
- <sup>2</sup> Please be fully informed before carrying out the work/measurements of all hazards/risks and security measures which are to be considered with regard to the material/samples. Do not send dangerous samples with the internal mail! For the avoidance of doubt, contact an employee of ICAN in advance.
- <sup>3</sup> Economic activities are all work/measurements that are carried out for non-university users, persons/institutes/companies etc., unless this is done in the form of a research cooperation. University-external users include the associated institutes of the University of Duisburg-Essen. Please clarify in advance, if the measurements you plan for non-university users are part of a research collaboration. In case of doubt, contact "Dezernat für Wirtschaft und Finanzen".

Unless otherwise agreed, sample material will be picked up by the user at the latest 30 days after completion of the measurements.

Already paid usage costs can not be refunded.

Your stock and master data are stored for invoicing. You can view our privacy policy here:

<https://www.uni-due.de/cenide/datenschutzerklaerung.php>

The R&D regulations and the principles for safeguarding good scientific practice of the University of Duisburg- Essen.

Available at: [https://www.uni-due.de/cenide/ican/nutzungsbedingungen\\_en.php](https://www.uni-due.de/cenide/ican/nutzungsbedingungen_en.php)