User Questionnaire Guidance and Expectations

DCF/D/0296 v2.0

We want to ensure your visit to the Dalton Cumbrian Facility (DCF) is successful and productive. Please read the following guidelines for your visit and completed our User Questionnaire at least 2 working weeks before your visit. If you have any concerns or questions relating to these guidelines, please contact: dcf.experiments@manchester.ac.uk

Notes on Completing the Form

Allocated Proposal Number: *See award email from dcf.experiments@manchester.ac.uk*

Full Name of Lead User, E-mail Address and Institution/Organisation: *This is the lead researcher who will be on site at DCF.*

It is expected that you will have discussed your experimental requirements with your allocated DCF Technical Staff.

Planned start date of your experiment: *This will be on the scheduling e-mail received from dcf.experiments@manchester.ac.uk*

Principle Investigator (PI) or Line Manager responsible for the safety of the user(s) that will be carrying out the experiment - Title (Dr/Prof/Other), Full Name, E-mail and Institution/Organisation: *This should be the scientific leader of the project and should be an academic or equivalent, who will have agreed to the submission of the initial experimental proposal.*

Has anything changed since submission, that introduces new hazards or significantly increased existing hazards: *You must immediately inform your appointed DCF contact of any changes to your proposal that may change the level of hazard.*

Provide names and contact details of everyone present on site at DCF: *Personal Dose Tracker Numbers and a link to a daily Dose Tracker questionnaire will be issued to each person; full details of name, e-mail, telephone number and institution/organisation are required for reporting.*

Additional requirements or support from DCF's technical staff: *These may include consumables, chemicals, gases, data analysis, support to characterise samples, transport of samples, sample preparation.*

Shipping of class 7 (radioactive) and other dangerous goods: *Full details of shipping must be provided so your DCF contact can arrange to receive and store as appropriate. Please note that DCF is not responsible for the arrangement or costs of any courier services nor consignment of dangerous goods.*

Training: *We expect all individuals using DCF facilities to be competent to do so without requiring continuous supervision by DCF staff. However, we do acknowledge the highly specialist – and in many cases unique – nature of many of the facilities available at DCF. Hence specialist training*

can be provided, if necessary, either through taught courses, or on a one-to-one basis. It must be noted that such training can only be offered by prior arrangement with DCF staff and cannot be assumed that it will be available 'at the point of use'. It is your responsibility to ensure a member of your team with relevant training is present on site. Failure to do so might lead to the cancellation of experiment or incur extra charges for the time of DCF staff.

Finance Arrangements

Provide your funding avenue and appropriate funding/grant code. Without this your experiment time will be cancelled.

Supporting Paperwork Checklist - Everyone working on site at DCF must:

Complete DCF Induction

Complete Radiation Safety Awareness

Read and accept General DCF Site Risk Assessment

Download and sign up for the SafeZone App

Have a completed and signed experimental protocol and/or risk assessment to commence your experiment on site.

Compliance Arrangements

All users working on site at DCF must be competent to complete their experiment and will be compliant with control measures detailed in our general site risk assessment and all other safety documentation (risk assessments, protocols) at all times.

Where applicable, please indicate if a valid "Fit to work" certificate or equivalent has been issued within the last 12 months

Expectations

In submitting this proposal, should experimental time be awarded, I will:

- ✓ Ensure all samples and equipment brought into DCF for the purpose of this experiment are removed upon completion, leaving all work areas in a safe, clean condition.
- ✓ Ensure all members of the research team are trained to an adequate level to ensure the experiment and all related procedures are conducted safely. All individuals using DCF facilities must be competent to do so without requiring continuous supervision by DCF

staff. We do acknowledge the highly specialist, and often unique, nature of many of the facilities available at DCF and specialist training can be provided either through taught courses or on a one-to-one basis. However, such training can only be offered by prior arrangement – it cannot be assumed that it will be available at the point of use.

- ✓ Acknowledge DCF and its staff in any publications arising using the standard template phrases (SEE BOILERPLATE BELOW)
- ✓ Include DCF staff in any publications arising when they have had significant input into experiment/equipment design or analysis. You should apply the same criteria as you would for members of your own research team when defining authorship.
- ✓ Facilitate DCF staff in using primary data to promote DCF, without compromising any publication. We will always consult with you in advance of this happening and only use such data / figures with your permission and with suitable acknowledgement.
- ✓ Consent to storage of personal data by The University of Manchester. Where personal data of an additional party (Team Leader and Secondary Investigators) has been added to this proposal form, the PI also confirms that they have sought consent from each additional party for their data to be collected and used by The University of Manchester. Personal data will be used for the purposes of allocating and scheduling experimental time, and in future calls for proposals. The information may also be used for statistical purposes as required by our funding organisations.
- ✓ Comply with applicable UK export control legislation and regulations and will apply for any necessary licences. I will advise of any plans to transfer samples or materials outside the UK prior to any use of facilities at DCF. Additionally, I will comply with the specific conditions of any US export control legislation of which I have been informed, and which are applicable to this research.

Acknowledgement of the Use of DCF Facilities

"We acknowledge the support of The University of Manchester's Dalton Cumbrian Facility (DCF), a partner in the National Nuclear User Facility, the EPSRC UK National Ion Beam Centre and the Henry Royce Institute. [Plus, unless acknowledged as a co-author or elsewhere: We recognise [TECHNICAL SPECIALIST NAME(S)] for their assistance during the [PROCESS(ES).]"