

Electron Probe Instrumentation Center Northwestern University

Facility Rules

THESE RULES APPLY TO ALL PERSONS USING THE FACILITY

- I. General
 - A. Prior authorization for use of the facility must be obtained from the Facility Director. Application forms are available from the Electron Microscopist in charge and must be approved by the director of the project account number used on the form. Upon authorization by the Director, the applicant's name will be included in the Facility User's List.
 - B. All standard safety rules for chemical and electrical laboratories must be observed at all times.
 - C. NO SMOKING, FOOD, or DRINK AT ANY TIME.
 - D. Users of the facility are required to help maintain the facility.
 - E. Notify a Facility Manager ASAP if your project account number should change for any reason.

- II. Sample Preparation Facility
 - A. Equipment
 - 1. Login to Reservations PC if necessary.
 - 2. Sign usage form BEFORE beginning work.
 - 3. Turn OFF after use.
 - 4. Complete usage form with proper times listed.
 - 5. Logout on the Reservation PC if necessary.
 - 6. Clean laboratory as instructed.
 - 7. If you have moved any equipment, please return it to its proper location.
 - 8. Sign out for equipment borrowed after obtaining authorization.

 - B. Work Areas
 - 1. All work areas are to be left clean and neat at the end of your work period.
 - 2. All procedures and preparations yielding fumes and gases must be performed in fume hoods.
 - 3. All persons are responsible for their own samples and specimens. These are to be stored and must not be left in work areas for extended periods. Such items will be discarded if left unsecured.

4. All chemicals left in fume hoods must be properly labeled with the exact contents and your name. Such items will be discarded if left unsecured.

III. Transmission Electron Microscopes

- A. Persons desiring use of a TEM must obtain approval, first from the faculty advisor, then from the Facility Director. Users are generally assigned to one microscope and are classified by proficiency.
- B. Students are asked to book TEM reservations well in advance, preferably with a seven-day advance. (Reservations made with less than three days notice are subject to cancellation by the Facility Manager.)
- C. Cancellations must be made with at least a 24-hour advance. Failure to cancel with this notice will result in a charge of 1 hour.
- D. BEFORE beginning a session, users are required to sign the log sheets located in each laboratory. Please include Username, Advisor, CUFs Number, and appropriate times of use. Add additional comments if necessary.
- E. All exposed plates are to be entered in the Log Book. Exposed plates must not be left in the receiver box after the usage period.
- F. Any malfunctions of equipment must be noted in the Log Book. If the session is during normal working hours (M-F, 8am to 5pm), please tell a Facility Manager.
- G. Users may not book more than 5 consecutive hours Monday through Friday from 8am to 5pm unless prior permission is granted from a Facility Manager.

IV. Scanning Electron Microscopes

- A. Persons desiring use of a SEM must obtain approval, first from the faculty advisor, then from the Facility Director. Users are generally assigned to one microscope and are classified by proficiency.
- B. Students are asked to book SEM reservations well in advance, preferably with a seven-day advance. (Reservations made with less than three days notice are subject to cancellation by the Facility Manager.)
- C. Cancellations must be made with at least a 24-hour advance. Failure to cancel with this notice will result in a charge of 1 hour.
- D. BEFORE beginning a session, users are required to sign the log sheets located in each laboratory. Please include Username, Advisor, CUFs Number, and appropriate times of use. Add additional comments if necessary.
- E. All Polaroid photographs are to be entered in the Log.
- F. Any malfunctions to equipment must be noted in the Log. If the session is during normal working hours (M-F 8am to 5pm), please tell a Facility Manager.
- G. Users may not book more than 5 consecutive hours Monday through Friday from 8am to 5pm unless prior permission is granted from a Facility Manager.

V. Darkroom

- A. No chemicals are to be mixed in the darkroom.
- B. Benches and equipment are to be left in good condition and should be cleaned thoroughly after use.
- C. All plate developing should be finished in one session. If there is insufficient time to complete the process, store plates in a light tight box until time is available.
- D. In the printing room, wash the trays, bottles, tanks, etc. with a sponge. Follow the posted instructions.

VI. USE OF THE FACILITY AFTER HOURS

- A. Key Holders may use the facility at any time. To obtain a key to the facility, you will need the permission of a Facility Manager. If permission is granted, obtain a key from the MRC office in Tech K111.
- B. Temporary keys may be obtained from a Facility Manager or from the Facility Director for a specified time. Justification is required.
- C. Key Holders are FORBIDDEN from allowing others into the Facility after hours. Doing so will result in a loss of EPIC privileges.
- D. Daylight users are not allowed in the Facility after hours. Presence in the Facility after hours will result in a loss of EPIC privileges.
- E. Any users found propping the doors to EPIC will lose EPIC privileges.
- F. After hours users may not book more than 8 consecutive hours without prior approval.