

## Authorization and Training policy

- Any user can request for training on the system in accordance to the existing CEN policies.
- Since the system requires critical attention to gas flow parameters at various steps, a minimum of 2 demo runs and 2 trial runs are mandatory. This will be followed by a test run. On successful completion of the test run, the user will be granted authorization.
- The demo runs and trial runs can be performed in the presence of any authorized user, with prior permission from the system owner. The test run is mandatory in the presence of the system owner.
- In addition to the general Monday cleanings, this system would require a more thorough cleaning, and greasing of O-rings. Depending on the frequency of use of the system, couple of authorized users will be asked to perform the necessary maintenance. The users will be rotated in a cyclic manner.
- If an authorized user has not used the system for past 6 months, his authorization will be suspended. However, if the user wishes to be reauthorized, only one test run in the presence of system owner will be required, upon successful completion of which, the reauthorization will be given.

## Violation policy

- Minor offences like not logging in log book, not cleaning the system properly, not reporting during maintenance sessions will be given 2 warnings. A third repeat offence will be considered as a major offence.
- In case of major offence, like tube burst due to high pressure, or careless handling of tube, loss or breakage of sample boat, loss or breakage of LN<sub>2</sub> flask, any material (other than Parylene) loaded in the boat; authorization will be immediately revoked, and the incident will be reported to the disciplinary committee.