Information Sheet

Tool Name: PerkinElmer LAMBDA 750 UV/Vis/NIR Spectrophotometer

Ideal Samples: Transmission (Absorbance) of liquids, turbid liquids and solids, and Reflectance of solids

Authorization procedure:

1. A request mail from the user to SO with cc to Lab manager (valli@ee.iitb.ac.in), concerned faculty of the system (anilkg@ee.iitb.ac.in), user's supervisor, and the mail should contain following information:
   - Name:
   - Name of Guide:
   - Student/Staff - PhD/ MTech RA/ MTech/ BTech/ Any other
   - EE-mail-ID & Gmail- ID:
   - Cell number:
   - Already have biometric access - Yes/ No
   - Need to get trained in the following instrument/s: ....
   - Purpose of training:

2. After receiving the request, the user will be informed to go through training procedure.

3. Once the user completes the training, his name will be added to CEN online booking system and the spreadsheet will be shared with him for post characterization updation.

4. And finally the intimation for Authorization will send to the user and his supervisor with cc to Lab manager (valli@ee.iitb.ac.in), concerned faculty of the system (anilkg@ee.iitb.ac.in) along with cenfoc, censtudent, censtaff mailing list.

Training Procedure:

1. The user should be familiar with the safety precautions, and the online booking system of the system.
2. The user should be present on three sets of samples runs on separate dates taken by SO or any authorized user.
3. Fourth set of samples will be done by the user. If the user has successfully completed the procedure, he/she would be given authorization. Otherwise the test would be repeated until he/she is capable of doing the measurements alone.

Violation Policy:

The authorization will be terminated if any user does not follow the following:
- *Safety precautions not followed*
- *Failure to switch off the system after use*
- *Failure to fill in the log book*
- *Failure to clean up the table/premises after experiment*
- *Have not used the system for three months in a row.*

Reauthorization of Tools:

Any user whose authorization is withdrawn has to go through the training procedure again, with the prior permission of the lab manager and his/her guide.