Equipment Usage Policy

1. Submit the process request online by Thursday afternoon 2 pm, which will be executed on Friday.

2. Requester will receive a mail from SO/FIC regarding the approved or rejected mail. If approved, you have to book the slot for Friday according to the availability of SO/ Operator.

3. Maximum number of 2 requests will be served every week on first come first serve basis and the additional requests will be kept in a queue.

4. Requests will not be migrated to other days in case the tool is down on those days.

5. Slots are not transferrable

6. Requester have to give the proper Sample history before booking the slot. Any incomplete or ambiguous declaration will delay the process.

Note: Slots can be rejected for following reasons - Incomplete or not clear details of sample history, contamination issue, feasibility issue, equipment 'not working'.

No one is allowed to handle the system or its parts in the absence of an authorized user.

Must be followed (while being around / operating the system)

- Never insert a USB drive (which is not required for the proper functioning of the system / software) into the system's PC, due to perceived computer virus threat.

- System's PC should not be used without prior knowledge of either the system owner or authorised user(s).

- Always use the air-blower to clean the samples, before mounting on the sample holder for imaging.

- Never use the table on which the imaging system is kept, for any other purpose (e.g. keeping the samples, notebooks etc.).

- Always make an entry in the log-book regarding the measurements done / data acquired from the system's PC. Data copying should preferably be done under supervision of either the system owner or authorised user(s)

NOTE: This is a controlled access tool, no training and authorization will be given on this tool. All the process requests will be served by SOs and AUs.