

## *CART SEM and FIB usage policies*

While using the instruments, please keep the following policies in mind:

1. **DO NOT** book more than **8 hours/week** on the microscope during **regular business hours (M-F 8am-6pm)**.
2. When you schedule time on these instruments, please make sure to be there during your designated booking. If you have some urgent work to take care of and cannot use the microscope, please make sure to let others know at least **4 hours before your scheduled usage**. If you are more than **1 hour** late and have not informed others, your slot could be used by anyone. Also, the next user should inform me if the user before him/her has not shown up.
3. Take extreme precaution while using these delicate tools. **Wear gloves** while putting in or taking out samples. Also **DO NOT** touch the stage or stubs with bare hands.
4. **DO NOT** forget to put back the **supplies** after using them. **DO NOT** take supplies like **Carbon tape, tweezers** with you.
5. Write down your **usage times clearly and legibly**. Write down start time **BEFORE** you start to use the microscope. **Mark** what amenities you have used eg. Pt source, EBSD etc. For FIB write down **ion source time**.
6. Use your **OWN** login to do your work. If you do not have a login then probably you should not be using the microscope!
7. **After** you have used the instrument try to leave it in the **same condition** as it was when you started using it. For eg. if you bend the omniprobe needle it is **YOUR** duty to fix it before you leave. **Clean up** any mess that you have created in the room or on the instrument table e.g dispose of any supplies, such as gloves and carbon tape, that were used during your session.
8. At night if you are the **last user**, close the door behind you.
9. For the sake of book-keeping, **report** any malfunction in the supplied notebook. Also inform Soumya Nag, David Garrett (SEM) and/or David Jaeger (FIB) about it.

Please take these issues very seriously. **If you miss out on following these policies once you will be warned, and repeating the same mistake will make you ineligible to book time on the microscope.** Your continued help and support would ensure longer and trouble-free instrument life.