

## *CART LEAP usage policies*

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

1. **DO NOT** book more than **2 days/week** on the microscope.
2. During usage if something goes wrong please inform Soumya Nag, David Garrett and/or David Jaeger. **DO NOT** try to fix it yourself.
3. When you schedule time on the instruments, please make sure to have an electrode which you can use. Have the electrode in the load lock and buffer chamber for at least **72 hrs** before your scheduled use. **DO NOT** have more than **2** electrodes/group in the chamber at one time. If you do need to load more than 2 electrodes please see Soumya Nag and/or David Jaeger.
4. If you are using FIB to make your samples, it is **YOUR** responsibility to prepare it at least **48 hrs** before your scheduled time. **DO NOT** put the sample in when a **run is going** on. Once in the chamber let the sample sit in the load lock for **24-48 hrs**. Then you can transfer it to the buffer chamber. Let it sit there for another **24-48 hrs** before putting it in the analyses chamber.
5. **Correct naming of pucks and electrodes** in the **database** is very essential. If you do not know just ask Soumya Nag and/or David Jaeger. **DO NOT** mess up the carousel sequence.
6. If you have some urgent work to take care of and cannot use the microscope, please make sure to let others know at least **1 day before your scheduled usage**. If you are more than **4 hrs** 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.
7. Take extreme precautions while using these delicate tools. **Always wear gloves** whenever handling any **samples, pucks, electrodes, and carousels** or anything that may come into contact with them, **e.g. tweezers and external sample transfer rods**. **Wear gloves** and **use tweezers** while handling samples and transferring them into or out of pucks or the system. **DO NOT** touch the carousals or pucks with bare hands. **DO NOT touch the electrodes**.
8. **DO NOT** forget to put back the **supplies** after using them. **Wrap** the **sample transfer rods** in aluminum foils to prevent dust accumulation. **Always** place the **carousels** on aluminum foil whenever they are out of the system.
9. 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. **Electrode used, Voltage/Laser mode** etc.

10. **After** usage mark your sample as "**BAD**". Make sure to move the puck to the top carousel and remove the puck yourself or request the next user to do so. While **venting the load lock** take note of the other samples in there. **ONLY** expose **electrodes and sample pucks labeled "BAD"** to atmosphere. When in doubt ask Soumya Nag and/or David Jaeger.
11. The **top carousel** should remain up in the load lock at all times except when **transferring pucks and/or electrodes into and/or from the buffer chamber**. In general the **middle carousel is for samples** and the **bottom carousel is for electrodes and system standards** and both should remain in the buffer chamber.
12. While **removing a sample** from the puck make sure to **update** it in the **database**. It is **YOUR** responsibility to **inform** the sample owner so that he/she can claim it.
13. **After** you have used the instrument try to leave it in the **same condition** as it was when you started using it. Clean up any mess that you have created in the room or on the instrument table.
14. At night if you are the **last user**, close the door behind you.
15. For the sake of book-keeping, **report** any malfunction in the supplied notebook.

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.