



Electron Microprobe Laboratory

Earth & Environmental Sciences

Rensselaer Polytechnic Institute

Jonsson Rowland Science Center BC09

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LABORATORY POLICIES AND PROCEDURES (v. 02/23/2012)

ACCESS

- This instrument was funded in part by the National Science Foundation and is available to all Rensselaer faculty, staff, and students as well as external academic and industry collaborators and researchers after approval by the Laboratory Manager.
- Non-Rensselaer users generally will only be able to access the facilities and instrumentation during regular business hours (M-F 8am-5pm) unless pre-approved for after-hours work by the Laboratory Manager.

TRAINING

- Users must receive proper training before being permitted access to the equipment. Training is provided by the Laboratory Manager.
- Untrained users may use the equipment if assisted by the Laboratory Manager (Additional fee applies).
- Unsupervised use of equipment by advanced users is permitted pending approval of the Laboratory Manager and passing a written exam based on the In-house 'User Guide'.

SCHEDULING

- Advanced reservations are required prior to instrument usage. Times are reserved by contacting the Laboratory Manager. The user-schedule calendar is available online at <http://ees2.geo.rpi.edu/probe/>.
- Two time slots are available for any given day:
 - Slot 1: 0900 – 1700 (5 pm)
 - Slot 2: 1700 – 0900 (the following morning)
- Cancellations must be made at least 24 hours in advance or a \$200.00 cancellation fee will be charged.
- Users shall have a grace period of 30 minutes from the scheduled start time to use the equipment. Failure to begin usage after 30 minutes will result in a forfeited timeslot and a \$200.00 cancellation charge.
- Users may request both time slots (24 hour usage), but use must start at the beginning of Slot 1 (0900) or Slot 2 (1700) in order to avoid a forfeited timeslot and cancellation fee.

CLEANING UP

- Users are responsible for keeping the equipment areas safe and clean. Failure to do so will result in loss of usage privileges.
- Users are responsible for removing samples from the instrument. Samples should also either be stored OUTSIDE BC09A in the sample preparation area or removed from the lab entirely when not in use.

BILLING

- Users must fill out a User-Authorization Form and submit it to the Laboratory Manager for approval prior to equipment use unless otherwise instructed.