



## **Regional Analytical Centre Unsupervised Lab Use Policy**

In general, TEM and SEM microscopes are available **ONLY** to those who have been trained in their use by a member of the RAC. After training, you will be able to sign up and use the microscopes independently during normal business hours (Monday through Friday 9:00 am until 5:00 pm). The following describes the basic procedures a user should follow in order to be able to use the lab facilities unsupervised.

1. Any user who has over 50 instrument hours' experience and has demonstrated the ability to operate the instrument independently can apply for advanced instrument operation training.
2. Any changes or cancellation should be made 48 hours prior to the scheduled time so the Centre has sufficient time to fit other users in.
3. Upon successfully completing the advanced instrument operation training, the user should submit the after hours lab use application to the Centre and receive approval from the training staff (technical) and the director (administrative) of the Centre.
4. The scheduling procedure for weekend/after hours lab use is the same as during working



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One University.

## Regional Analytical Centre

### Application to Use Lab After Hours

- \* Applicant must register in the logbook each time he/she uses the lab.
- \* Applicant could be asked to leave the lab should the need arise due to a valid reason.
- \* No item/equipment is to be taken from the lab without approval from RAC personnel.
- \* Applicant must report to security office (420-5577) before, after and during lab activities; please refer to “Regional Analytical Centre After Hours Work Safety and Security” guidelines.
- \* Applicants will be billed for any damaged or spoiled items/equipment used.
- \* The lab key held by students for after hours lab use must be returned to the office the next working day and no duplication of keys is allowed.

#### Section A – To Be Completed By Applicant

Date of Application: \_\_\_\_\_

Applicant’s Name: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Contact Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Type of instrument to be used after hours:  LEO-1450 VPSEM  
 JEO100 TEM  
 CNS-2000  
 Other: \_\_\_\_\_

Type of Activity: Research – BSc / MSc / PhD / Assignment / Others

#### Declaration

I confirm that I have used the indicated instrument for over 50 hours, and I **have read** and agree to follow the RAC policies regarding the weekend/after hours lab use. I understand that if I fail to follow the policies more than 3 times, I will no longer be allowed to use the lab facilities.

Applicant’s Signature ..... Date .....

**Section B – Approval By  
Student’s Supervisor**

