

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 hours. The user may be granted a key to enter the lab prior to the scheduled time. The user must return the key to the centre the next regular work day.
5. For personal security purposes, the operator should report to the security office (420-5577) hourly to confirm he/she is OK during the after-hours instrument operation. If the security office doesn't receive a call from the user for more than 1 hour, a security officer will be sent to check on the lab.
6. Any user who violates the after hours lab use policy will be excluded from future after hours lab use privileges.

- * 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 - For Students Application -	Section C – Approval By RAC Technician	Section D – Approval By Director of RAC
<p>-----</p> <p>(Signature & Date)</p>	<p>-----</p> <p>(Signature & Date)</p>	<p>-----</p> <p>(Signature & Date)</p>

Use of RAC facilities on weekends or after hours is limited to those who have extensive experience in their operation and have undergone additional training in how to react when problems appear. Since no staff member is available after hours to help in an emergency, this policy is designed to protect user from injuries and avoid costly damage to the facilities.

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 and confidently can apply for advanced instrument operation training.
2. Upon successfully completing the advanced instrument operation training, student users should contact their corresponding project/thesis supervisor and receive permission for the after hours lab use.
3. User should submit the after hours lab use application to the Centre and receive approval from both 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 for regular working hours. The user may be granted a key to enter the lab prior to the scheduled time. The user must return the key to the centre the next regular work day.
5. For personal security purposes, the operator should report to the security office (420-5577) hourly to confirm he/she is OK during the lab use period. If the security office doesn't receive a call from the user for more than 1 hour, a security officer will be sent to check on the lab. For detailed information, please refer to "*Regional Analytical Centre After Hours Work Safety and Security*" guidelines.
6. During the after hours lab use period, regular working hours lab use policies should also be followed. (e.g. no eating/drinking in the lab)
7. Any user who violates the after hours lab use policy more than 3 times will be excluded from future after hours lab use privileges.