

EM Lab General rules

oversatt fra norsk versjon, 23.11.05

- Copy of the General rules is also available on the EM Lab information board. It is user's duty to check it regularly for any changes.
- Food and beverages are prohibited in all instrument rooms.

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| <ul style="list-style-type: none">• Gloves should be used with sample handling on FEG-SEM, which is typical important with sample handling after cleaning.• Only clean enough samples are permitted to put into FEG-SEM. Samples cleaning can be performed in ultrasonic cleaner with appropriate clean solvent. |
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- Only authorized users, or users in training with the Lab staff can use the instruments.
- Users, who have not been working on the instruments for more than 6 months, must renew using certification.
- If the microscope has not been used within 15 min after the user reserved section started, other users can take to use the microscope instead.
- Users **MUST** tidy up the room after using instrument. The specimens left in the instrument room could be thrown away without notice.
- Web surfing is prohibited on all SEM PCs.
- Portable PCs are prohibited to connect to network from the instrument room.

- **Storage of images:**

- Due to the limited HDD storage space, it is not possible to keep large number of image files in all SEM PCs.
- Users should back up their resulted files after instrument using.
- EM lab is not responsible for data losing in the SEM PCs. Users are encouraged to sync data to NTNU/SINTEF web servers, or to an "USB memory stick".
- Images could be deleted without further notice if technical problems happened.
- Images should be stored in the corresponding folders as, : \user folder\username.
- It recommends that the user delete their old files, from themselves "user folder"
- The storage clean-up day is on the 15th of every month.

- **The following activities will result in expulsion from working at SEM Lab:**

- Downloading the software or upgrading the SEM PCs.
- Changing the layout of the operating system.

Break these above general rules may result in expulsion from working at EM Lab.