Microscopy & Microanalysis Facility

USER REGULATIONS

In addition to registration, X-Ray Laboratory users must complete the separate declaration.

The Curtin University Microscopy & Microanalysis Facility contains very expensive and extremely sensitive instruments and equipment, the use of which is governed by the following regulations. Compliance with this document is a requirement for all personnel wishing to use the Facility. Failure to comply with any of the regulations may result in users being banned from one or all the laboratories.

Use of Instrumentation and Equipment:
Personnel are only allowed to operate instruments and equipment that they have been trained on and been given permission to use, or an operating license, by one of the laboratory staff. This includes all microscopes, diffractometers, sample preparation equipment and computers. All usage must be entered in the log books and a cost centre number must be provided by internal users.

Expenditure Limits for Using the Facility:
If a limit on expenditure has been set by a supervisor or head of department, the onus is on the individual user to manage that budget. Price lists are provided. Internal expenditure is calculated and charged every three months and a record is sent to the supervisor. External users are invoiced periodically.

Damage to Instrumentation and Equipment:
Any damage must be reported to MMF staff as soon as possible. Personnel that cause damage to instrumentation or equipment in any laboratory due to misuse or negligence may be liable for any repair costs incurred.

Use of Consumables:
Users must ensure the consumption of consumables such as grids, stubs and sample boxes is recorded. A cost centre must be provided for charging purposes. Reasonable usage of mounting accessories (such as carbon tape) and gloves does not need to be recorded.

Use of Computing Facilities:
The use of any computer within the Facility must be in compliance with Curtin University’s computing policy. Failure to comply with this policy will result in being banned from access.

All users are to take every necessary precaution to prevent viruses from infecting the Facility’s computers. USB memory sticks used in the EM Laboratories should be scanned for viruses, prior to use, via the Booking PC. Ask for assistance if you are unsure how to do this. No USB is ever to be inserted into an operating PC directly attached to an Electron Microscope.
Publications and Acknowledgement:
When presenting or publishing research that has involved the use of Curtin University EM and/or XRD equipment, you are required to include a statement acknowledging this, plus any collaboration or technical support. Please use this text on all posters and publications that have resulted from use of this equipment:

"The authors acknowledge the use of Curtin University’s Microscopy & Microanalysis Facility, whose instrumentation has been partially funded by the University, State and Commonwealth Governments."

Our staff members frequently make significant contributions to the research carried out by users. They can have an important scientific role in the planning and realisation of experiments, the analysis and interpretation of data, or through full collaboration in the research. When this occurs, the staff member must be duly acknowledged and/or included as a co-author on papers.

Note: Copies of all publications that use data obtained in this Facility should be forwarded as a PDF file to one of its staff members, even after the author is no longer using the Facility.

Booking Policy:
Electronic booking of EM and XRD instruments:

1. You must be registered with MMF and have a license on at least one instrument before you can make instrument bookings on-line.

2. All instruments must be booked via the web booking system, which can be accessed via:
   http://129.94.164.14/book.dll
   If you do not have a license, the booking must be made on your behalf by a staff member.

3. If you require technical assistance, you must make the booking through the staff member who will be assisting you.

4. User are only allowed to book 1 full day on each instrument per week in advance but can book any instrument on each day if it is free. However, you may be asked to cancel a booking if you are monopolising an instrument that is required by other users at the same time.

5. Experienced users can request permission to work out-of-hours (i.e. before 9am, after 5pm, at weekends, or during Curtin University public holidays). Out of hours access is mainly for people setting up and changing samples for large area mapping or multi mapping, not for operating the machine from 9am to 5pm at the weekend. Contact the appropriate staff member to request permission to access that room. You will need to complete a “Working Alone” form within your own faculty/school/area. You will also need after hours’ access on your swipe card, requiring a form to be submitted to the Building 301 main office.

6. You must start your session within 15 minutes of the booked start time or risk losing your session to another user.
7. The booking system allows cancellations up to 24 hours before the booking, although we would prefer 48 hours. To cancel a booking within 24 hours, contact the appropriate manager. If we can find someone else to take your session, you will not be charged. However, you will be charged for any session time that is not used. You will be **charged for the time you have booked** unless its non-use is out of your control (i.e. an instrument is not available or the previous user causes you some delay) or the actual time used, if it is greater.

If you have any questions about instrument bookings, contact the relevant staff member.

**Samples left in the Labs:**
The majority of EM sample preparation should be done in the user’s own lab. **Under no circumstances should hazardous samples be prepared in either preparation laboratory.** All samples left for coating must be clearly marked with the user’s name and the date left. The MMF accepts no responsibility for samples left in any laboratory and reserves the right to dispose of samples that are not properly labelled or are considered to be dangerous. Samples left in any laboratory for a period greater than one month (without making specific arrangements) are likely to be disposed of without notice.

**Health and Safety:**
The Curtin Microscopy & Microanalysis Facility complies with the health and safety regulations of the university and the state government.

The Facility includes laboratories and, as such, general laboratory rules apply. For example:

- Closed shoes must be worn
- No eating, drinking or running in the laboratories
- No chemicals should be left within the Facility without permission
- If permission is granted, chemicals must be clearly marked and MSDS’s should be provided to staff
- Only tagged and in date portable electrical equipment is to be used
- Personal protective equipment must be worn where required - Contact Facility staff if you require additional personal protective equipment.

**Medical Emergency**
1. Immediately **dial 0000**
2. Give your **name, location, number of people involved, details of medical emergency.** Await further instruction and advice.
3. Render whatever assistance you can.

**Security Procedure**
1. **In a life threatening emergency – ring the police on 0000**
2. Report of any threats to security should be made:
   - to the Security Office, located at Building 115 at the northern end of campus, opposite the Hockey Stadium, or
   - by telephoning the campus Security Service on **(9266) 4444**.
3. If you are feeling unsafe, call Campus Security on **(9266) 4444** at any time.
Fire Procedure
1. Do NOT panic. DIAL “0000”. Report the location and details of the fire.
2. Alert other occupants by calling "FIRE".
3. Attend to human life in danger, if it can be done safely.
4. If appropriate, select the correct fire extinguisher and dispense the contents on
   the fire..... but only if appropriate and safe to do so.
5. If you are uncertain or are unable to extinguish the fire, leave the building.

   Note: If a Floor Warden/Deputy Warden is present, obey their instructions.

IMPORTANT: Do NOT endanger your life, or the lives of others. If in doubt, leave the
building or area immediately.

Note: It is the responsibility of every occupant to become familiar with the location
and correct use of all fire fighting equipment.

Evacuation
1. On hearing a verbal emergency warning, if possible collect personal effects
   and wait. Listen carefully for further instructions.
2. On hearing an emergency evacuation signal (i.e. an intermittent 'hooter'), or
   verbal evacuation command, leave the building via one of the emergency
   exits.

   Do NOT run. Do NOT panic.

The muster point for building 301 is Henderson Court, which can be reached by
exiting via the basement car park and walking around the building to the other side.

Physically disabled persons should, if possible, take up their station in the pre-
designated location; or place themselves in a safe position, easily sighted.

All persons shall listen to and obey the instructions of Floor Wardens and/or
Building Wardens.

After Hours Security
While Campus Security does an excellent job to ensure the well-being and safety of
University students and staff, it is important to take some simple precautions
yourself, especially if you are studying or working late at night.

- If you will be working alone, ensure that someone knows where you are and
  when to expect you home. Give them the Lab number (EM: 9266 7511 and/or
  XRD: 9266 7844) as well as your mobile. Complete a “Working Alone” form for
  your department.
- If you are walking to your car or public transport at night, ring Campus Security
  on (9266) 4444 before you leave the building. They can provide an escort to
  your vehicle, or between buildings. This service is available all night.
- Always walk with a friend at night and stick to well-lit areas and main pathways.
- If you are to be on campus after dark, move your car to a well-lit car park.
- It is safer to call a taxi if you are unable to drive home or get a ride with a friend.
- Catch the free Campus Courtesy Bus which services the library, all main car
  parks and all student housing areas. This service commences each weekday
  evening at 5.30 pm and finishes at 12:30 am Monday-Friday (during normal
  semester and examination weeks only).