



SEM LAB

GUIDELINE FOR USERS

- (1) Everyone wishing to use the scanning electron microscope (SEM) facilities must make themselves known to the lab manager: Pierre Vonlanthen (35 24 ; pierre.vonlanthen@unil.ch).
- (2) The lab is normally open between the hours of 9 am to 5 pm, Monday through Friday. For after-hours bookings, please contact the lab manager.
- (3) The availability of both instruments can be checked in our web site using the following links: <http://geol.unil.ch/SEM/SEMTimetables/diaryCamScan.asp> (CamScan 2300MV) and <http://geol.unil.ch/SEM/SEMTimetables/diaryTescan.asp> (Tescan Mira LMU). For bookings, new users are invited to fill in and submit the *SEM booking form* (also available on-line).
- (4) Everyone wishing to use the SEM facilities on a regular basis will receive a brief training from the lab manager. Once the formation is complete, a personal account is created. Use of the SEM facilities without an account is prohibited.
- (5) The lab manager is responsible for opening and closing the SEM lab. Additional keys are made available to the lab users only under exceptional circumstances.
- (6) Everyone using the SEM lab commits himself (a) to keep the lab clean and ordered, (b) not to leave personal items and samples laying around, (c) to work according to the established procedures and within opening hours, (d) to ask for help before damaging the instruments, (e) not to use the PC controlling the electron gun and vacuum to abusively surf the Internet (f) to point out possible system failures, (g) not to eat in the lab.
- (7) The *Sheet log for users* has to be filled out after each session.
- (8) Each user is responsible for making back-up copies of his work (preferably on external media).
- (9) External users are billed 150.- CHF an hour to use the SEM facilities.

Pierre Vonlanthen (04.09.08)

