

Microstructural Analysis Unit Policies and Procedures

1. Registration Procedures

- All new users must complete the MAU registration form and be allocated a user code at the beginning of each calendar year.
- There are three user proficiency levels for each instrument with the following classifications:
Proficiency 1: Basic user skill, 9 am to 5 pm access with unit staff supervision
Proficiency 2: Intermediate user skill, 9 am to 5 pm access – independent operation
Proficiency 3: Advanced user skill – full 24 hours, 7 day access (except for Specimen Preparation & Processing)

2. General Rules

- Instrument bookings must be made via the MAU online booking system at <http://scieqbook.science.uts.edu.au>
- You will log on with your UTS Webmail user name and password (or supplied user name and password for external users).
- If you are unable to access the online booking system for whatever reason, contact the MAU staff member with responsibility for the instrument you would like to book, and they may do so on your behalf. This is for one-off bookings only and if you have persistent trouble logging onto the booking system please contact us for this to be rectified.
- Users with Proficiency 1 or 2 on a particular instrument will be required to have their bookings approved by a MAU staff member.
- Users with Proficiency 3 on a particular instrument will be able to make pre-approved bookings.
- MAU instruments are maintained in a ready state for Proficiency 1, 2 and 3 users, however, Proficiency 3 users are expected to be able to perform additional instrument functions such as alignment and EM filament replacement.
- If you would like to have your proficiency level revised, please talk to the staff contact for that instrument.
- You may cancel a booking that has not yet been approved, however, for approved bookings you should notify a MAU staff member who can cancel your booking for you.
- The MAU reserves the right to reschedule user bookings at short notice to accommodate external users who wish to rent the MAU equipment.
- Users provided with a MAU PIN access code are responsible for all MAU access with this code. DO NOT divulge your code to others. All access is electronically monitored.
- Please report all breakages to unit staff immediately.
- Users must not install software on PCs or alter PC setup files. Web access is limited to work related use.
- Out of hours access when MAU staff are not present is strictly restricted to Proficiency 3 users ONLY.
- Observe all instructions and operating procedures as provided by MAU staff.
- Users must have obtained an access category level for every instrument and instrument attachment or accessory they use.
- The Director of the MAU may, at his discretion, restrict access by any user to any of the equipment at the MAU for non-compliance with the guidelines.

3. Instrument Use Rules

- Users must fill in the electronic log books on each instrument. Failure to do so may result in suspension of your MAU registration.
- Please report all instrument problems to unit staff and record them in the user equipment logbooks.
- Users must leave all instruments in their initial ready state at the end of their session.
- Gloves must be worn when handling specimens and other items that are placed under vacuum.
- Research students may only use MAU instruments for purposes directly related to their research project.
- All commercial or industrial work on MAU equipment must be authorised by the Director of the MAU.
- Users must always follow standard operation protocols. Non standard use of equipment must be authorised by MAU staff. Never attempt to repair MAU equipment without MAU staff supervision.

4. Sample Preparation And Clean Up Rules

- Do not touch or move other users' samples.
- CLEAN UP AFTER YOURSELF – replace consumables, chemicals and tools where you found them. Close all containers properly after use, all glassware must be washed thoroughly and put away.
- Samples will only be stored in the MAU if accompanied by a user name, user code and date. Samples will not be stored indefinitely.
- Chemical specimen preparation and processing between 5pm and 9am is prohibited without written approval of the Director of the MAU.

5. Data Acquisition and Storage Rules

- All files must be kept in the user's own directory and backed up by the user on the day of use.
- Users must provide their own backup storage medium.
- Data acquired by users is backed-up on an "all care no responsibility" basis.

6. Safety Regulations

- Liquid Nitrogen (LN) can cause severe skin and eye burns on contact. DO NOT handle LN unless authorised to do so.
- No food or beverages may be taken into the laboratory areas of the unit. The MAU seminar/resource room is available to users for eating and drinking while in the facility.
- Closed footwear must be worn in the laboratory at all times.
- No specimen that may be regarded as hazardous may be brought into the unit without the consent of unit staff.
- If in any kind of difficulty with MAU equipment or procedures, consult an MA Unit staff member immediately.