

UNCC TEM Facility Rules and Regulations

The objective of the rules and regulations is to ensure safety of the user, the TEM and its supporting peripherals and the sample preparation equipment. The rules and regulations apply to those who use the TEM and the sample preparation tools and have direct or indirect access to the TEM lab. The TEM and its accessories are delicate instruments and extreme care **MUST** be taken when using them.

General rules

1. Observe all standard safety procedures that apply in any physical, chemical or electrical laboratory at all times.
2. No smoking, eating, or drinking in the TEM lab at any time.
3. All equipment in the TEM lab is available only to authorized users.
4. Keep the TEM lab clean at all times. Clean all working areas at the end of your work period.
5. Specimens are not to be stored or left in the TEM lab especially in the work areas.
6. Do not perform a task or use a piece of equipment for which you have not received proper training or are not authorized to use. When in doubt, ask the lab staff.
7. Users are responsible for locking the TEM lab and turning off lights especially after 5:00 pm.
8. It is incumbent upon all TEM users that they abide by the rules and regulations of the TEM Facility to ensure that the facility can reliably support research needs of UNCC and the external community. To this end, violation of the facility rules will be penalized as follows:
 - i. The first time a user breaks a TEM facility rule, staff in charge of the facility will inform the user and his/her supervisor of the violation via email.
 - ii. The second time a user breaks the rule will result in limited and restricted access to the TEM facility and TEM use.
 - iii. Repeated violation of the rules may lead to withdrawal of access and use of the facility.

TEM Access and Use

1. **TEM users are required to unload their data from the TEM computer immediately after their TEM session** in order to save hard disk space for other users. We reserve the right to delete user data to save and/or create more disk space for TEM users. We are not responsible for any data loss due to computer crashing, etc.
2. **Access and use of the TEM is available only to authorized persons or users.**
Authorization to access and operate the TEM is given to users who have undergone training on operating the TEM and have passed a test or to users who are able to demonstrate expertise on TEM operation by way of an evaluation conducted by a TEM lab staff member. **A user or his/her supervisor/company will be responsible for the cost of damages resulting from unauthorized use or misuse of the TEM or its supporting peripherals.**
3. **Make your reservation online using FOM software at least 3 days in advance.**
4. New user access is limited to weekdays during normal working hours (8 hour access with or without assistance). Users will be granted unrestricted access to the TEM facility as they become more comfortable with operating the TEM.
5. Always enter the necessary information on the log sheet and log in/off on FOM before and after each TEM session. **Check previous entries for unusual remarks before operating the TEM.**
6. Any malfunctioning of the TEM or its accessories must be noted in the log sheet and the FOM software. If the problem occurs during normal working hours, immediately report it to the staff in charge of the TEM. **Troubleshooting by users is not allowed.**
7. TEM session cancellation must be done at least 24 hours in advance to avoid incurring a user charge. A charge may be incurred for unused reserved time or late cancellation. It is also recommended to reserve a TEM session at least 24 hours in advance.
8. Specimens that would likely contaminate the TEM column or magnetic materials cannot be studied in the TEM without consultation with the staff in charge of the TEM.
9. User should keep his or her FOM account information confidential. The user is not allowed to share the FOM account information with any unauthorized users. For instance, a TEM user should not give access password or their reserved time to another TEM user.