System usage Policy

Usage:

● System is used by the authorized user at any time (24x7 hrs/week) and slot reservations can be made on first come and first serve basis

Users:

Authorized user (AU):

- Authorized user's (AU) main responsibility is to **use the system responsibly**, serve for samples of non-authorized users and train the new users (if instructed by the system owner).

- **Note: Authorized users (AU) should handle the system with great responsibility** because a small mistake can harm the system severely and the institute has to pay a lot for that. It will affect the research work of many students including you.

- Don't try to do experiment with the system. **Only do what you properly know**.

- Authorized user has to do other's sample for at least 50% of the time he uses the system for his own samples depending on the number of requests.

Operator (SO):

- System owner's (SO) main responsibility is to give authorization, system maintenance and system related administrative work.

- Ensure the rules and responsibilities for the welfare of system and its users

- Proper functioning of the system and its maintenance

- Slot booking and performing the sample characterization

- Immediate consultation with faculty in charge and service engineer for any problem/doubt

- Giving rigorous training and take the test for the users who are getting authorization to use the system, if any.

Authorization policy:

- **Apply for authorization, only if you really need this.** There is operator; he will do your samples.

- If you are applying for it to just know about the system or add it to your CV, apply in a different way. Training sessions will be conducted for that too.

- Rigorous training procedure should be followed for the users applied to get authorization on the system. It should involve various sessions/stages like: theory/demo, hands-on, practice, test etc.

- A rigorous examination process (theory + practical) should be followed for the user getting authorization.

- Depending on the performance in the test, it will be decided whether the student needs more practice sessions or can be authorized to use the system independently or not eligible for independent handling (authorization)

Re-Authorization policy:

- If there has been a gap of **two month** or more for system usage, re-authorization needs to be done. The user needs to give the examination (theory + practical). As per the user's performance, it will be decided to give the authorization or User needs to undergo any practice sessions and then repetition of the examination process.

Violation policy:

- If there is any 1st time mishandling of the system by the AU and it is not reported to the operator/SO/faculty in charge on time by the user/operator/SO: he/she will be barred from using the system for 3 weeks (also operator/SO, if they are involved directly or indirectly hiding it).

- For 2nd time violation or any serious issue, he/she will be punished and disciplinary actions will be taken against him/her.

- If the **logbook** entry is missed, it will be reported to NCPRE IITB as violation.

Cleaning Protocol

- Since the characterization is destructive and some sample dust particles are generated during the characterization itself, it should be **properly** removed / cleaned after sample characterization by the authorized user.

- Generally a weekly cleaning session is being followed to maintain the cleanliness of the system and the lab. Since the instrument is cleaned after each characterization itself and kept inside a brief-case, so weekly cleaning is not required.

- The operator/user should always wear clean gloves during characterization or handling the system (i.e. cleaning)

- Clean the instrument body and outside, working table with lint free cloth and if very much required then only use IPA soaked cloth (to be done very carefully).

- **Do not** use Acetone/any chemical or water to clean it. Just use dry lint free cloth for this purpose.