**Tool Training Policy**

**Tool name:** UV-Vis-NIR tool (Lambda 950)

**System owner:** Hemant Kumar Singh

**Tool training policy for new user:**

1. Discuss with the SO/co-SO, tool in-charge, faculty in charge (if necessary) thoroughly, regarding the materials to be used and feasibility of experiments before requesting for training.

2. Go for one-two processes with the tool on your samples once the first step is clear. Do all the characterization required and let the SO/co-SO know the results and if the experiments were successful. Discuss if you need training on the tool.

3. Then request for a training and follow the procedure required for tool training.

4. The training will be done for three- four times followed by test.

5. Whoever is conducting the test, he/she has the responsibility as well as right to decide if the trainee is given an authorization or not after the test.

6. Once authorized, user has to perform processes for other users if requested by SO or conduct training sessions/test. The user has to do cleaning of the tool when his/her turn comes.

**Training procedure for SO/AUs:**

1. Please do explain different components of the system. Specify and show most sophisticated parts which need to be taken most care.

2. Do the training of usage on different modes.

3. Explain/Discuss the precautions thoroughly.

4. Discuss what to do in case of emergency and whom to contact in case SO is not available.

5. Intimate lab in-charge, SO, co-SO, lab manager and other users after authorization through email.