

**Last Updated: August 13, 2018**

## **Laboratory Rules and Safety Regulations**

### Accessibility

The Electron Microscopy (EM) Facility is part of the collection of City University of Hong Kong's research and teaching equipment. Equipment in the EM facility is available to all City University of Hong Kong staffs and students for scientific research and teaching purposes only. The EM facility is located in Lift 8, 1/F.

The rules and regulations stated herein apply to all users of the Electron Microscopes:

### Policy

To prevent potential damage to the equipment, it is required that the sample specimen must first be inspected by the laboratory staff before it can be considered to be examined in one of the microscopes. Inserting and removing sample to and from the equipment must be done by laboratory staff. Users are not allowed to open the chambers of the equipment without permission from the staff.

The Department reserves the right to refuse or cancel any booking from user that does not follow the stated regulations and experiment that deems potentially harmful to the equipment.

### Payment

All new users must complete the Registration Form with valid account before booking the EM facility.

The form must be brought to the related laboratory for first appointment. After the use of equipment, a fund transfer form will be sent to the Finance Office.

### Booking

- Equipment is booked on a first come first serve basis. The user can sign-up for the EM facilities via web based, e-mail, direct phone or walk in to the related lab staff to reserve the equipment.
- Bookings can be cancelled 24 hours before the booked time without penalty. However, it is advised that you notify the corresponding laboratory staff immediately if you need to cancel or reschedule your booking.

- Users can only reserve one week in advance.
- Booking is NOT automatic as the EM samples need to be verified by for suitability to be put into the microscope.
- You will receive an e-mail or phone confirmation if your booking is successful.
- Only registered users can access and book the EM facilities.
- Bookings may be occupied by other users for no show after 30 minutes. You will be charged for part or the whole booked session.

#### Restrictions

- No hazardous materials / specimens are allowed to be inserted inside the EM chambers, e.g. magnetic powder, organic, wet and/or hazardous solvent.
- The laboratory staff reserves the right to refuse the examination of any materials that is hazard to the EM equipment.

#### Super Users

- Once a user have acquired the required skills to operate the microscopes and have demonstrated the awareness of the policy and accountability. He/she can apply to be a Super User of the equipment through the laboratory staff.
- A Super User has the privilege to operate the equipment on his/her own. However, he/she sample still requires to be approved by the laboratory staff before he/she can operate the tool by his/herself.

#### Do's and Don'ts

##### Do's

- Always ask the laboratory staff if you have any questions regarding the operation of the equipment.
- User must fill the Logbook, review the checklist and report any problems when accessing the EM facilities.
- Gloves must be worn when handling specimen.
- Specimen must be absolutely clean, dried and well prepared before it can be inserted into the EM chambers.
- Keep the EM laboratory clean and organized.
- Gently operate the EM equipment.

- Return the equipment to the default settings when finished and record that you have done so in the Logbook.
- Software, operating system and/or user settings / preferences in EM facilities must not be changed.
- Report to laboratory staff if encountering an abnormal operating issue.

#### Don'ts

- Do not use equipment without authorization.
- Do not remove any items, manuals, tools, etc. from the EM Facility.
- Do not attempt to use any equipment in the facilities when it is being serviced.
- NEVER attempt to repair or modify the EM facility. □ No food or drink is allowed in the EM facility.

#### Penalty

- Violation of the EM facility policy may result in a permanent ban from the facility.
- If damage to the equipment occurs through negligence, misuse or violation of the rules, the project supervisor/ user will be held responsible for the repair.