

Rule #1



Remember! All Users must renew their license *every 6 months*. This is done by completing a “License Renewal” form and returning it to the EM Lab office. Forms can be found on the Lab Office door or on-line through the link on the Microscopy Lab Website (www.ims.uconn.edu/microscopy). Users who have been “inactive” (not used a microscope) for one year may require retraining, or may have their license restricted.

Booking Rules



1. Reserving time for a microscope is done on-line through the EM Lab Website. Select the “Microscopy Booking” link.
2. There is no limit on how often Users may use a microscope. However, Day Users may **book in advance** no more than 1 time block. As soon as the booked session is completed, another session may be booked.
3. Users may book a session no more than 2 weeks ahead.
4. It is not permitted to book time that is intended to be used by someone other than the person whose name appears on the booked time block. In other words, using your name to book time for someone else is strictly forbidden.
5. Any licensed User may use a microscope during an unbooked time block, on a “first-to-arrive” basis.
6. At times of special need, when open time blocks are available, Users may request the EM specialist to pre-book time for them beyond the normally allowed limit.

Usage Rules

1. ONLY licensed Users may operate the microscope at ALL times. Other researchers may be present, observe, offer comments, etc. At no time may a User “train,” guide, or allow an unlicensed person to operate the microscope.
2. All Users shall make every effort to be on time for the pre-booked session. If you know you will be unable to be present for a booked session, please delete your name from the booking by selecting the option “delete” on the Booking Page.
3. Any User who has not arrived 30 minutes past the start time of the booked session forfeits the session. Any other User may then use the remaining time of the session.
4. Users must fill the microscope log sheet and log book completely for every session.

Night Users



1. Night User status is granted only to those individuals who exhibit advanced skill level, maturity, and confidence with the microscope, such that when unusual situations arise, they are able to cope with them without requiring the help of the EM Specialists. The decision to grant Night User status is based on the observations of the EM Specialists, and is made at the discretion of the EM Specialist only.
2. Night Users may book in advance 2 night sessions or 2 weekend sessions in addition to the normally allowed day block. Night Users on the FESEM are encouraged to use the Night Users blocks only, to allow others the use of Day User blocks.

Computer Rules

1. Computers which are connected to microscopes are not to be used for web-surfing, downloading, or installing programs of any kind.
2. Images and analytical data obtained from the microscope should be copied to your personal removable drive as soon as practicable. The original images and data should then be deleted from the microscope computer hard drive.
3. Use Virus Scan on removable drive EVERY TIME it is connected to the microscope computer.
4. Images and data left on the microscope hard drive for more than one month will be deleted by the EM Specialists.