

AMAC Instrument Usage Policies and User Guidelines

Dear AMAC Users,

To ensure fair access to our facilities and maintain a safe, efficient, and professional laboratory environment, AMAC has updated its instrument usage policies and user guidelines. Please review the following requirements carefully and ensure full compliance during future instrument use.

1. Reservation and Cancellation

- If you are unable to use an instrument as scheduled, please cancel your reservation at least **4 hours before** the start of your reserved time. For **STEM sessions**, cancellations must be made at least **24 hours before** the scheduled session.
- If a cancellation is necessary after the cancellation deadline, please notify both the **AMAC Director** and the staff member responsible for the instrument by email as soon as possible.
- A **no-show without prior notification** will result in a charge of **80% of the reserved session time**. If the reserved time is used by another user, the no-show penalty will not be charged for the portion of reserved time used by that user.

2. Training and Independent Use

- Users must complete the **required training** before operating any AMAC instrument independently. Please contact AMAC staff to confirm your independent-use status.
- Users are required to provide the account number every time they make a reservation.
- Users should not allow untrained users to operate instruments under their reservation.
- For STEM service: A service request form is required for any new project or user training.

3. After-Hours Access

- After-hours access requires prior approval from the AMAC staff member responsible for the instrument.
- Users are generally expected to have sufficient prior experience, such as **40 hours** of regular hours use, before after-hours access is considered. Specific requirements may vary by instrument.
- If any instrument issue, alarm, vacuum problem, software error, or unsafe condition occurs after hours, stop operation immediately and notify AMAC staff.

4. Sample Preparation and Instrument Use

- Users should inform AMAC staff in advance about the type, number, and conductivity of their samples.
- For non-conductive samples that require **Pt coating**, users should arrive at least **30 minutes** before the scheduled session to allow sufficient time for coating and sample preparation.
- Loose powder samples must be properly mounted and secured before being loaded into the instrument.
- Samples that are **wet, unstable, magnetic, hazardous**, or may contaminate the chamber must be discussed with AMAC staff before scheduling.
- Users must follow the proper venting, pumping, and shutdown procedures after use. If you are unsure about the correct procedure, please contact AMAC staff before leaving.
- If you notice any instrument problem, alarm, vacuum issue, software error, or abnormal imaging condition, please stop operation and contact AMAC staff immediately.

5. Session Recording: FBS Timer and Paper Logbook

- Always use the **FBS system timer** to start your session when beginning instrument use.
- **Stop the timer** immediately upon completion of your work.
- Users should not extend their session beyond the reserved time without checking instrument availability and notifying AMAC staff.
- If you arrive late or need additional time, please contact AMAC staff as soon as possible.
- Before leaving the facility, please complete the **paper logbook** clearly and accurately.
- Logbook entries should include the date, your name, instrument usage details, and confirmation that all instrument settings have been returned to their default values.
- Instrument usage details may include Pt coating time, ion beam usage, EDS/EBSD usage, operating voltage, detector settings, and any other relevant information.

6. Workstation Use

- Use of AMAC workstations may be subject to a charge. Please check with AMAC staff before using facility computers for data processing, analysis, or other work.

7. Clean-Up and Sample Handling

- Clean the sample preparation area and any equipment used during your session.
- **Remove all carbon tape or copper tape** from AMAC-provided stubs after use. Failure to do so may result in stubs no longer being provided to users.
- Dispose of all waste materials properly in designated trash bins.
- Take all samples with you after your session. Do not leave samples on work areas or desks.
- If sample storage is required, please use an assigned drawer or a pin-mount storage box.
- When submitting samples, clearly indicate whether you require the samples to be returned. Any samples left on desks or work areas without instructions may be discarded.

8. Data Management

- **Transfer** and back up your data immediately after completing data acquisition. If your data are shared through a Google Drive link, please download and save the files promptly.
- Data stored on AMAC Google Drive are periodically removed and may not be retained indefinitely.

9. Communication

- If you send an email to an AMAC staff member and do not receive a response within **one business day**, please resend your email as a follow-up. Occasionally, emails may be missed or filtered by the system.
- For urgent instrument issues, please contact AMAC staff responsible for the instrument directly.

As our user community continues to grow, these guidelines will help ensure equitable access to instruments and maintain the high standards of operation expected within the facility. We appreciate your cooperation and support in helping us provide the best possible service to all users.

Best regards,

AMAC Staff