

# General Regulations for SEM-lab

(translated from Norwegian version of 23.11.05)

- Copies of this “General Regulations for SEM-Lab” are available in the loose-leaf book of SEM room. It is user's duty to check this book regularly for the updated information.
  - [Food and drink are not allowed to be in SEM instrument rooms.](#)
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| <ul style="list-style-type: none"><li>• Gloves should be used for loading sample into FEG-SEM chamber, which should be also applied as taking off sample from the chamber.</li><li>• Only cleaned sample is allowed to load into FEG-SEM. If not, it should be cleaned by ultrasonic cleaner with adequate chemicals.</li></ul> |
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- Only certificated users, or the users under training by laboratory staff can operate instruments.
  - Users had not operated SEM instruments during past 6 months are required to have a new updated certificate.
  - If SEM were not used after 15 minutes of the booked time, other users could take over this booked section.
  - SEM room should be tidied up after your using and sample accessories should be put back into accessory box.
  - SEM PCs are not allowed with Internet using. If really necessary, EDS PCs could be linked with web.
  - Portable PC is not allowed to connect into SEM room net.

- **Saving micrographs:**

- Due to the limited hard disk size, micrographs are restricted to save into SEM PCs.
- After your SEM using, the resulted micrographs are suggested to transfer back to yourselves server space.
- SEM-lab is not responsible for losing your saved data in SEM PCs. As mentioned, users are requested to transfer results back to NTNU/SINTEF server, or save into your “USB memory stick”
- Micrographs could be deleted without warning if technical problem appeared.
- For saving micrographs into SEM PC, it should be located at **d:\userfolder\user name**
- It is user's duty to delete old micrographs in the “userfolder” for keeping HD in a reasonable size
- If necessary, old micrographs would be deleted on 15th of every month

- **Following activities are highly prohibited in SEM-lab:**

- Downloading programmes or upgrading SEM-PCs.
- Changing the settings of SEM PC operate system

- Breaking these rules may result in user-rights being withdrawn.