



CUNY ASRC Surface Science Facility User Policies

The Surface Science Facility of CUNY Advanced Science Research Center is a multi-user facility and it is imperative that all users are responsible when conducting experiments in the facility. Individuals who intend to work in the facility must follow the following policies. All users must read this document carefully and sign it to certify that they are aware of, understand, and adhere to its content. The rules and policies are adopted to ensure everyone's safety and productivity in the facility.

GENERAL

1. The Surface Science Facility is open to all CUNY faculties, staff members, and students and to members of the non-profit research institutes at academic user rates. The facility is open to industrial partners at elevated rates.
2. Normal operation hours of facility: Monday – Friday from 9:00 am – 5:00 pm, except CUNY staff holidays. Experienced users may use the facility on off-hour upon approval by facility staff. Please note that all off-hour users will receive minimum technical support and must follow off-hour policy stated below.
3. All workspaces must be returned to a neat and clean status prior to a user leaving that workspace.
4. If a user cannot resolve an issue relating to the laboratory in a professional, courteous and respectful manner that issue should be brought to the attention of the facility staff member for proper and expeditious resolution.
5. If you do not know how to do something, ask a facility staff member before proceeding.
DO NOT GUESS.
6. Users and their supervisors must be responsible for the costs of repair the damage when it occurs as the result of improper use of the instruments. If in doubt about the condition of instruments please ask facility staff member.
7. Please bring your own probes for AFM measurements. The probes of Surface Science Facility are for training and trail purpose only.
8. Only trained and authorized users are allowed to use the instruments in the facility without staff support.

SAFETY

All established safety procedures must be followed.

1. No user or project is more important than the safety of other users or the facility staff. Ignorance of the rules, working under pressure, lack of common sense, language difficulties, carelessness, and haste are not adequate excuses for unsafe behavior. If you are tired or do not have time to perform your work correctly and safely, please leave and return later. Anyone found to be in violation of any safety rule or otherwise compromising his or her personal safety or the safety of the others will be denied access to the facility.

2. Most of the instruments of Surface Science Facility contain high voltage. Please report to facility staff when any loose cables, wires, and electrodes are spotted. DO NOT try to fix them.
3. Each user must wear proper Personal Protective Equipment (PPE) when dealing with cryogenic materials (e.g. liquid nitrogen). Safety glass, long sleeve cloth, long pants, and closed toe footwear are mandatory for all users who need to deal cryogenic materials in the facility.
4. Users should point out rule violations or unsafe behavior immediately to the offenders, as well as later to the facility staff member. Inappropriate reactions by individuals to such corrections should also be reported to facility staff member. The access of everyone to the facility depends on maintaining a safe working environment.
5. No food or drink in the lab.

RESERVATION

1. The instruments are reserved on a first come first serve basis, except for the priority use defined in Terms and Conditions of Use.
2. There are three different reservation categories: regular, lightning, and off-hour.
3. **Regular reservation:** every user is allowed to reserve 8 hours of individual instrument each week during normal operation hours. Please consult with facility staff if more than 8 hours is needed.
4. **Lightning reservation:** Unreserved instrument can be claimed if the time until the use is less than 24 hours. There is no time limit of lightning reservation.
5. **Off-hour reservation:** Only authorized experienced users are allowed to make reservation outside the normal operation hours. There is no time limit of off-hour reservation.
6. The minimum reservation time is 1 hour for AFM and TOF-SIMS and 2 hours for XPS with 0.5 hour additions.
7. **Reservation cancellation and change:** any changes must be made prior the beginning of reserved time (the earlier the better). The user will be charged for the scheduled time if the user showed up more-than-30-minute late. Charging for the session will start at the scheduled time. The usership will be suspended or canceled if the user failed to show up three times.
8. Please remove your samples when you finished the experiment. Without the permission from facility staff, the user will be charged for the total time of samples staying in the instrument.
9. Two separate reservations from one user for same instrument have to be at least two hour apart.
10. No right can be claimed by way of reservation. Facility staff member can always change reservation for emergency cases, for example, repair and maintenance of instruments. Facility staff member will notify users of reservation changes as early as possible.

OFF-HOUR POLICY

Off-hour: Monday – Friday 5:00 pm - 9:00 am, all weekends, and all CUNY staff holidays. Off-hour reservation (4-hour session) starts at 5:00 pm (Monday through Friday) or 9:00 am (all

weekends and CUNY staff holidays). An up-to-date list of CUNY staff holidays can be found at <http://www.cuny.edu/academics/calendars.html>

ACKNOWLEDGEMENTS

If any data obtained at the Surface Science Facility of CUNY Advanced Science Research Center are used in your manuscripts, meeting presentations, and proposals please acknowledge the Surface Science Facility using the following format. If more than one facilities have been used to obtain your data please acknowledge all.

"The author(s) would like to acknowledge the Surface Science Facility of CUNY Advanced Science Research Center for instrument use, scientific and technical assistance."

Users warrant that they have fully read and consent to the terms of
Surface Science Facility User Policies.

USER:

(Signature)

Name: _____

Title: _____

Date: _____

Principal Investigator:

(Signature)

Name: _____

Title: _____

Date: _____

***Return a signed hard copy to the ASRC Nanoscience Initiative Facilities (G.344) or a signed digital copy to Celeste Ayala (Celeste.Ayala@asrc.cuny.edu).**