# ACC STEM SRF User Agreement

I certify that I have been made aware of the standard operating practices for the STEM Shared Research Facilities held within the Albert Crewe Centre (ACC) for Electron Microscopy. I agree to abide by the usage policies defined in detail below:

1. The nominal booking periods for each instrument are defined as 9am to 1pm, and 1pm to 5pm. During COVID19 period from Monday 12pm to Friday 12pm after individual approval of proposal by ACC Director Nigel Browning
2. STEM SRF staff members (as listed below), are responsible for assigning user status for each instrument (i.e. novice, expert etc.) and coordinating assistance for new users.
3. Novice users will be able to book instrument training and assisted sessions but will be unable to work unassisted until they have passed their Drivers Test for the relevant instrument. To arrange for assistance, please email [mounib.bahri@liverpool.ac.uk](mailto:mounib.bahri@liverpool.ac.uk)
4. Expert users are classed as those users who have passed the Drivers Test for a particular instrument and will be able to book sessions and work unaccompanied during core working hours. Each expert user may have active bookings totalling no more than 8 hours (i.e. one day) per calendar week. During COVID19 period please refer to point #1.
5. If a session is no longer required, users must email [mounib.bahri@liverpool.ac.uk](mailto:mounib.bahri@liverpool.ac.uk) to inform them of the change to allow other users to use this time.
6. Upon finishing their session, each user must complete the logbook describing their experiments (samples, techniques used, performance obtained) and any observations of difficulties with the microscope. Failure to complete a complete logbook entry will result in users having their access restricted and require recertification training
7. It is the responsibility of the user to notify STEM SRF staff of any problems with the instruments used. Failure to notify STEM SRF staff of any issues found will result in suspension of expert user status and will require recertification training.
8. It is NOT the responsibility of any user to try and fix the instruments themselves. If something is not working, inform the STEM SRF staff responsible for the instrument and do not continue working until you receive the OK from designated STEM SRF staff to do so. Unauthorised attempts to fix instruments will result in a suspension of expert user status and require re-certification training.

Any results from the STEM SRF that are not involving a staff member as a co-author, must be acknowledged in publications in the following way “The experiments in this paper were performed in the Albert Crewe Centre for Electron Microscopy at the University of Liverpool by \_(name of the staff)\_\_\_” and the paper must be reported as an impact to the facility director Nigel Browning (nigel.browning@liverpool.ac.uk– this helps to maintain all experiments “free at the point of use” within the ACC.

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| User Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

# ACC STEM SRF Safety Induction Checklist and User Agreement

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| Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Staff/Student No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Department:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Supervisor/Line-Manager:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

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| --- | --- |
| I have read and understood the ACC STEM SRF User Rules & Safety Manual and I agree to follow these rules and procedures at all times when using the STEM SRF | 🞎 |
| I have received a safety induction, including COVID19 and instruction in the hazards. | 🞎 |
| I have been advised of emergency procedures including location of fire extinguishers and the evacuation procedures, including the emergency assembly area. | 🞎 |
| I have been advised of first aid provisions including how to contact a first aider. | 🞎 |
| I have completed a Risk Assessment for my work. | 🞎 |
| I have been advised that Authorised Users may only enter the appropriate rooms for access to the equipment that they have been specifically authorised to use. | 🞎 |
| I have been advised that Users may only enter the STEM SRF unsupervised, if by prior arrangement with one of the permanent STEM SRF team. | 🞎 |

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| --- | --- |
| User Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| PI Name and Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| STEM SRF Staff Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Name of STEM SRF Staff: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |

# Training Record

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| --- | --- |
| Microscope/Stage | Drivers Test Passed  (signature of STEM SRF Staff member) |
| JEOL 2100 CS Imaging and Spectroscopy |  |
| JEOL 2100 CS Sub-Sampling/DE Camera |  |
| JEOL 2100+ |  |
| ThermoFisher FIB |  |
| In-situ Gas Stages | Not available during COVID19 |
| In-situ Liquid Stages | Not available during COVID19 |

# ACC STEM SRF 1-page User Proposal

**Please describe the information that you would like to acquire from the microscopes in the STEM SRF in as much detail as possible specific to the sample. Include potential impacts, equipment risk, chemicals used (synthesis process, side reactions) and safety where appropriate. Please include figures and references as appropriate. If this is an extension of a previous project, please include the results from the previous project and a list of impacts?**