

# **FiLTER SEM and EMP Policies and Procedures**

## **SEM User Fees As of Dec 1, 2017**

Current SEM user fees are \$30.00 / hour for academic users, \$15.00 per hour for automated evening EBSD runs, and \$80.00 / hour for non-academic use, \$60.00 / hour for automated runs. Inter-university collaborations paid through speed charts will also be \$30.00 per hour.

## **EMP User Fees As of Dec 1, 2017**

Current EMP user fees are \$40.00 / hour for academic users, \$15.00 per hour for automated evening runs, and \$80.00 / hour for non-academic use, \$30.00 / hour for automated runs. Inter-university collaborations paid through speed charts will also be \$40.00 per hour.

Researchers, or the user's supervisor, will be invoiced monthly.

## **Policies**

1. A completed and signed "FiLTER Lab Authorization" form is required by all users prior to finalized reservations and instrument analysis.
2. SEM booking is allotted in two-hour blocks. The time blocks include the time for instrument setup and optimization routines. Booking is on a first-come, first-serve basis.
3. The booking times are listed below. Multiple sequential blocks may be reserved. However, note that booking two blocks means that you will be charged for two blocks whether the entire time is used, or not. See the facility calendar ([sem lab.ok.ubc.ca](http://sem lab.ok.ubc.ca)) for availability.
  - (a) 8:00am -10:00am,
  - (b) 10:00am – 12:00pm,
  - (c) 1:00 pm -3:00 pm.

Please note that the booking calendar is updated and closed at 3:30 pm daily. Users are required to be confirmed by update time for any analyses desired for the following day. Same day bookings MAY be possible for regular users, under special circumstances, depending on instrument/technician availability.

4. It is the responsibility of the user to ensure that the type of analysis has been established in advance, samples are properly prepared for analysis, and/or that arrangements for sample preparation have been made in advance.
5. All booked instrument time will be charged to the supervisor unless a full 24 hour notice of cancellation is received by the lab technician.
6. All damages to the facility equipment incurred by any user will be the responsibility of the supervisor.

**7.** Flash (USB) drives are not permitted in the Laboratory. Instead, data access is through the university's networked folders, i.e. the "Novell F-drive." All internal users must have access to their personal F-drive through their Novell Login. If you do not have a Novell Login, please request one from UBCO IT Services. Alternative arrangements will be made for external users.

**8.** All facility safety protocols must be followed while in the facility. Current WHIMIS certification is required for all users before SEMLAB access is allowed. NO EXCEPTIONS.