



CoE·NIC

Temple University, College of Engineering, Engineering Building #113, 1947 North 12th Street, Philadelphia, PA 19122

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Facility Rules

THESE RULES APPLY TO ALL PERSONS USING THE FACILITY

General

- A. Prior authorization for use of the facility must be obtained from the PI and the project account authorized person and from the Facility Director. [Facility Access Request Form](#) is available from the [Facility](#) web site.
- B. All standard safety rules for chemical and electrical laboratories must be observed at all times.
- C. NO SMOKING, FOOD, or DRINK AT ANY TIME is allowed inside the Facility.
- D. Users are required to help maintain the facility in a good order. All work areas are to be left clean and neat at the end of your work period.
- E. Access Key to the Facility (rules are in progress). Temporary keys may be obtained from a Facility Manager or from the Facility Director for a specified time. Justification is required.
- F. Notify a Facility Manager ASAP if your project account number should change for any reason.

Scanning Electron Microscopy

- A. Users are classified by proficiency.
 - B. Users are asked to reserve SEM well in advance, preferably within seven days. Reservations made with less than three days notice are subject to cancellation by the Facility Manager.
 - C. Cancellations must be made with at least a 24-hour advance. Failure to cancel within this time will result in a charge for one hour.
 - D. Log in to FOM Reservation system at the beginning of your session and do not forget to Log out by the end of your work.
 - E. BEFORE beginning a session, users are required to sign the Log book located near the microscope. Please include date, username, and appropriate time of use. Add additional comments if necessary by the end of your session.
 - F. All users are responsible for their own samples and specimens. They are to be stored and must not be left in work areas after your session. Left items will be discarded.
 - G. Users are responsible for their data. Please copy your data right after the session.
 - H. Any malfunctions to equipment must be noted in the Log. If the session is during daytime hours (M-F 9 AM to 5 PM), please inform the Facility Manager about malfunction ASAP.
 - I. Users may not book more than 5 consecutive hours Monday through Friday from 9 AM to 5 PM unless prior permission is granted from a Facility Manager.
 - K. After hours users may not book more than 8 consecutive hours without prior approval.
- Daytime users are not allowed in the Facility after hours. Presence in the Facility after hours will result in a loss of **CoE·NIC** privileges.