

Rules and Regulation for Leica Ultramicrotome

Leica Ultramicrotome

Users: PhD Students, Research Staff

Suitability for: Soft Materials such as Biological Samples, Polymers and Organic Crystal Research Sample Preparation etc.

Not suitable for: Metal, some Semiconductor materials

Operating Hours

Office Hour: 8am to 6pm (Monday to Friday)

After Office Hours: 6pm to 8am (Monday to Friday)

Saturday and Sunday Whole Day

Booking: Block of 2 hours per session,

PhD Students and Research Staff

Criteria for PhD Students/Research Staff to use Leica Ultramicrotome – Normal Users (Office Hours)

- 1) Users must pass safety quiz first and attend safety training
- 2) Trainee must also show good performance during training as a criterion to gain access to the instrument.
- 3) Upon accumulating 30 hrs of experience, PhD student/Research staff be able to access the Ultramicrotome after office hour.

Criteria for PhD Students/Research Staff to use Libra 120 Plus – Advanced Users (After Office Hours)

- 1) Must accumulate at least 30 hrs of office hour usage

Penalty for All Ultramicrotome Users

- 1) Charges will apply if they didn't turn up for the booked session.
- 2) Users must cancel the booking at least 24 hr before their session. Charges apply if users cancel booking thereafter.
- 3) User must use at least 2 ultramicrotome session within 1 months if not their account will become inactive.
- 4) Following (2), they have to wait for at least the following month for retraining. There will be charges for retraining.
- 5) Users will bear the cost of any damage and will be banned from using the instrument due to misuse
- 6) Users must bear the full responsibility of the instrument for the session they have booked. If user allow unauthorized users to operate the instrument during the session that he/she has booked, penalty will be implemented as follows:

1st time

- i. User will be banned from using all instruments in MSE
- ii. On the following month, users will be downgraded to day access to that particular instrument, reassessment will be given before upgrading again

2nd Time

- i. User will be banned on all instruments in MSE
- ii. On the following month, user must apply for retraining with full training cost before accessing to that particular instrument. Training is subjected to availability.

3rd Time

- i. User will be banned from using all instruments in MSE
- ii. On the following month, users must apply for retraining for that cluster of instruments (either SEM cluster; FESEM cluster; XRD cluster 1+2; TEM cluster), with full training costs.

8) All users must submit the incident report within 1 working day after the incident. Otherwise, user's access to the instruments will be suspended indefinitely until the incident report have been submitted and the indicated time of access removal will take effect from the time of submission.

For Users who have not booked and used Ultramicrotome for a long time

1. If users have fulfilled the entire criterion stated above but are unable to use the Ultramicrotome frequently after that, their access might be reverted to office hours usages until he is certified to be able to use the Ultramicrotome proficiently.
2. The FOM will remove the access of the user who have not used the Ultramicrotome for a year. In such event, user have to be re-trained and training cost is fully chargeable.