

## **General Laboratory Procedures**

- As a user of this lab, you are required to comply by the standard operating procedures of the lab for its proper functioning. This includes the standard methods of putting the requests for sample scanning (Annex I) and general health and safety maintenance (Annex II).
- Each equipment in the lab has to be booked before your actual desired time of its operation. A booking log will be maintained as per que of the submitted samples.
- To get your samples scanned/characterized you are required to fill in the COSHH Form (Available in Annex I,II, III) and submit at least a week before your required booking slot.
- You are required to submit your samples along with the COSHH form and the suitable slot for scanning will be assigned according to the que of the samples which are in scanning process in the lab.
- The sample scanning for the atomic force microscope would be carried out by the certified/designated lab officials. This is IMPORTANT for the smooth running and functioning of this privileged facility.
- The scanned data can be collected only in DVD/CD which must be virus free/formatted which you must bring at the time of collection.
- The operation of the microscope requires certain consumables which include cantilever tips for sample scanning. Hence, a small amount of charge is being suggested in lieu of consumables fund for external users (Details in Annex III) whereas the lab does not charge the internal users for