UCLA

NRF UCLA Nanoelectronics Research Facility

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Account Authorization Form: Nova 600 SEM/FIB

Rev: 10/20/2010

Account Recharge ID #: _____

Account Fund #: _____

Principal Investigator: _____

Please Print

The below authorized users are hereby given permission to incur charges against this account for usage of the UCLA Nanoelectronics Research Facility's Nova 600 SEM/FIB.

By signing below, you assume responsibility for all incidental charges from damage to the system by the below users. All users must agree to abide by the terms of usage policy (see back).

Principal Investigator Signature: _____

Date: _____

Authorized Users of Account: _____

_____

_____

Terms of Usage

Reservations

- Reservations are made via the Nanolab LabRunr system or by contacting an FIB engineer.
- At your first session, you must bring the account authorization form completely filled out.
- A minimum 24 hour advanced notice for reservation changes or cancellations is required. Failing to do so will result in a charge of 1 hour against your account.
- Reservation priority will be given to those who require long blocks of continuous time and those who will be doing FIB work (as opposed to just SEM work).

Billing

- Microscope usage is billed in ½ hour increments with a minimum 1 hour charge. Usage times that have been recorded as fractions of a half hour will be rounded up to the nearest half hour.
- Users are required to fill out the log sheet indicating your account number and the amount of time to be billed.
- Your billed session time begins at the start of your reservation, **NOT** when you arrive at your reservation. Consistent lateness will not be tolerated.

Demo Sessions

- New customers who are unsure if the Nova 600 can fulfill the demands of their project should first consult an FIB engineer.
- At an engineer's discretion, a 1 hour demo session on your sample may be granted for users who anticipate substantial use of the machine in the future.

Training

- Training on the Nova 600 system is taken very seriously in order to maximize system up-time and to ensure the safety of both the system and the user.
- Training will only be done for individuals who need to use the microscope on a consistent basis. Those with less demanding needs should utilize Nanolab engineers for their individual projects.
- There are three levels of training, each of which requires mastery of the preceding level; SEM, FIB, and TEM sample preparation. Your ability to safely and proficiently operate the system for these tasks must first be demonstrated to an engineer before solo use of the system is allowed. You do not need to be trained at all levels in order to use the system.
- Nanolab engineers have the final say regarding who should or should not be trained and whether the user may use the microscope unsupervised once they have been trained.

Acknowledgements

- We highly encourage users who publish data from the use of the Nova 600 to acknowledge the UCLA Nanoelectronics Research Facility and its engineers.