



Sorby Centre for Electron Microscopy: Rules and Codes of Conduct

Health and Safety:

- ✓ Users must at all times observe the facilities **Health and Safety** policies and complete all appropriate **COSHH** and **Risk Assessment** documentation.
- ✓ All specimens brought into the Sorby Centre must comply with the University CoSHH regulations as detailed in the laboratory induction document.
- ✓ **No food or drink** is to be consumed within the Centre.
- ✓ The Sorby Centre opening hours are 9.00am to 5.00pm, Monday to Friday. Users must ensure that all work is completed by 5.00pm including the saving of data.
- ✓ Users approved for extended access must ensure they vacate the facility before 6.00pm.

Equipment Booking:

- ✓ **Booking equipment on behalf of another User is strictly prohibited.**
- ✓ Only **Authorised Users** may book instruments and use them on their own.
- ✓ A user who arrives more than **15 minutes late** for a booked session will automatically lose that booking, but will still be charged for it.
- ✓ A User who books an instrument is **wholly responsible** for that booking, including any reckless damage that occurs to the instrument during that session.
- ✓ Cancellation of **session booking less than 24 hours before the booking** will still result in the session being charged for unless there are genuine extenuating circumstances. Sessions cancelled at short notice due to technical faults with the equipment will not be charged for.
- ✓ The facility will not accept requests for session cancellation due to problems clearly attributable to poor sample preparation or poor operation of the instrument.
- ✓ Users must always **clearly** fill out the **Log Book** for the instrument they are using.
- ✓ All **instrument faults or problems** must be reported immediately to one of the Sorby Staff and recorded in the Log Book.

Equipment Usage:

- ✓ Users may only use controls, adjustments and alignments that for which they have been **fully trained**. If in any doubt, consult a member of staff.
- ✓ Take extreme care when **loading or unloading specimens**. This is the most common cause of damage to the equipment.

- ✓ At the end of a session, the instrument must always be left in its **standard configuration** (e.g. stage position, magnification, spot size, etc.).
- ✓ Users **must not install or download software** of any type on to any computer in the Centre.
- ✓ Unless otherwise specified, data extraction must be onto CD or DVD format. Users **must not plug in USB flash-drives** or other external devices without prior permission from a member of the Sorby Staff.
- ✓ Tools or specimen holders must not be removed from the individual laboratories. If a tool or holder is missing on your arrival you must inform a member of the facility staff immediately.
- ✓ Specimen preparation facilities should be left **tidy and clean**. Benches and items such as glassware or paintbrushes used for silver DAG must be cleaned appropriately.
- ✓ Users are responsible for their own **data**: the Centre reserves the right to clean up data files from time to time.

Training and expectations:

- ✓ New Users are expected to **research the technique** they are planning to use before coming to their first formal practical training session.
- ✓ Users must make their first experimental booking for a particular machine **within 1 month** of finishing their training.
- ✓ **Loss of approved user status**: an approved user who does not regularly use the instrumentation may, at the discretion of the Staff, lose their approved status. A brief retraining and a new “driving” test may be necessary.
- ✓ In all matters relating to the instrumentation or management of the Centre, users must **comply with requests made by the Centre Staff**. If in any doubt whatsoever about technical or other issues, Users must ask the Centre Staff for advice.

Publication Policy:

Acknowledgements or Co-Authorship: If a member of the Sorby Centre staff makes a significant contribution to a piece of work, their contribution should be acknowledged in any subsequent publication according to normal academic practice. Within the context of academic research projects, any substantial intellectual contribution justifies a co-authorship on a manuscript. This may include contributions relating to experimental design, complexed data acquisition or processing. For routine support or data acquisition an acknowledgement detailing the contribution should be made in the appropriate section of your manuscript.

- Any publication that contains data obtained using the Sorby Centre equipment should include the following sentence (or similar) in the acknowledgment section of your manuscripts:

“Electron microscopy and analysis was performed in the Sorby Centre for Electron Microscopy at the University of Sheffield”

- All users are encouraged to let the Facility Manager know of any published manuscripts or grant awards that have benefited from data acquired in the Sorby Centre. This information can make an important contribution to the future continuation and development of the facility.