



# USC University of Southern California

## Center for Electron Microscopy and Microanalysis Policies

**The following outlines the policy and procedures for all researchers using the Center for Electron Microscopy & Microanalysis (CEMMA).**

**\*\*\*\*Please note that these policies are subject to change\*\*\*\***

**Last Updated : 01-Oct-13**

### **Access :**

- All USC researchers are provided equal access to all services.
- Any entry, access, or use of the facility must be pre-approved by the facility manager.
- Independent use of instrumentation and equipment is only granted by successfully finishing the established training procedures.
- Use of the lab during off-peak hours is restricted only to experienced users who have demonstrated a high degree of proficiency and independence on a given instrument.
- Non USC researchers are accommodated as time permits.
- Access to instruments and equipment is contingent upon the competency and responsibility of the user, and is at the discretion of the facility manager, who has the authority to deny or revoke any/all privileges.

### **Training :**

- The independent use of the instruments is encouraged through approved training.
- All instrument and equipment training is strictly the responsibility of and executed by CEMMA staff.
- The CEMMA facility manager upon request schedules all equipment training.
- Users must follow all instructions of the CEMMA staff.
- If a significant amount of time elapses between training and use of the instrument, the user may be asked to attend training again.
- **Electron Microscope** training is done on an individual basis between a CEMMA staff member and researcher.
- **Preparatory and Ancillary Equipment Operation** training can be a group session of no more than three (3) persons and is run by a CEMMA staff member.
- **Laboratory Protocol** training can be a group session no more than three (3) persons and is run by a CEMMA staff member.

### **Scheduling and Reservation :**

- All equipment is reserved on a first-come, first-served basis, with the "On-line scheduling calendar" which is accessible on the CEMMA website.
- Users can only reserve time for their own use and no user may reserve time on any instrument for someone else.
- The minimum reservation time for the "On-line scheduling calendar" is 1 hour.
- Users are expected to vacate the equipment promptly at the end of their scheduled time, leaving the room and equipment clean, and in the proper configuration.

### **Late Arrival :**

- Users who are more than 15 minutes late can be asked to forfeit their time and may be charged for the full time reserved.

### **Cancellations :**

- Excessive and systematic overbooking of equipment may result in suspension of user privileges.

- The cancellation of an appointment less than 24 hours before the starting time may be subject to full charges for the time reserved.

#### **Instrument Malfunction/Problems :**

- Any problems, malfunction, damage, or substandard instrument performance should be reported immediately to the CEMMA staff and recorded in the logbook specified for that instrument.
- Users may be suspended and charged for damages caused by unauthorized repairs, negligence, or mishandling of instruments.

#### **Pricing :**

- Instrumentation usage and all services provided by CEMMA are subject to a recharge fee.
- Consumables are the responsibility of the user, if a consumable is provided by CEMMA, they will be charged back to the user.
- Students and post-docs need to have a sponsoring private investigator to approve their training and usage.
- **Electron Microscope** training is charged at a minimum of two (2) hours for both instruction and instrument time used.
- **Preparatory and Ancillary Equipment Operation** training is charged for both instruction and equipment time used.
- **Laboratory Protocol** training is charged for both instruction time and consumables used.

#### **Computers and Data Storage :**

- Users are responsible for their own data, files and images.
- All data, files and images will be saved in sub-folder, named with the user's full name, under the Principal Investigator primary folder.
- Images that remain on the hard drive longer than 24 hours can be deleted without notice.
- Any data, files or images save anywhere other than the user's file (e.g. desktop) will be deleted without notice.
- User's images can be used for CEMMA's web site or media publication with acknowledgments.
- Download/upload of programs or files onto CEMMA computer are strictly prohibited.

#### **Acknowledgements/Co-authorship Policy :**

Investigators are requested to recognize the role of CEMMA in producing data for publications and or presentations in the acknowledgement section of the manuscript. This will enable us to demonstrate our importance to the research programs at the university and help to ultimately obtain additional equipment and funding critical for meeting the needs of our users. We ask that the authors submit a copy of the bibliographic reference or a PDF of the publication for our records.

Suggestion for CEMMA acknowledgement: "Images/data used in this article were generated at The Center for Electron Microscopy and Microanalysis, University of Southern California".

Co-authorship is appreciated and may be requested in the following instances: significant intellectual contribution to experimental design, extensive analysis and/or interpretation of data, and preparation of data for the purpose of publication. Authorship agreements will be made prior to commencement of the study and no staff member should be included as an author without the opportunity to review the manuscript prior to publication.

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User :

Date : 23-Oct-2013

Advisor Name :