

**Requisition form**

Serial No. \_\_\_\_\_

Date: \_\_\_\_\_

**FIELD EMISSION SCANNING ELECTRON MICROSCOPE (FE-SEM) LABORATORY  
CENTRAL RESEARCH FACILITY  
INDIAN INSTITUTE OF TECHNOLOGY (ISM), DHANBAD**

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[Please read the information given overleaf before filling up this form and put a tick (✓) in appropriate box]

I wish to get \_\_\_\_ (in words \_\_\_\_\_) number of samples be examined/analyzed. The nature of samples is Metallic (    ), Ceramic (    ), Polymer/Rubber (    ) Semiconductor (    ), ICs (    ), Magnetic (    ), Composites (    ) or others (    )

(If others please elaborate: \_\_\_\_\_)

I wish to study the sample using the FESEM imaging facility [    ], EDAX\* point analysis [    ] or mapping [    ], STEM [    ], EBSD [    ], CL [    ] for my sample/s.

\*I need to analyze samples by the Energy Dispersive Spectroscopy (EDAX) Micro analysis System. I am interested in: Qualitative microanalysis: (    ) Quantitative microanalysis (    ) X-ray area mapping (    ) or Line scan (line mapping): (    )

I need gold (    )/carbon (    )/Platinum coating (    ): (Yes/No) \_\_\_\_\_ (For non-conducting samples)

Please allot me slots of .....hour/s (each slot is 1 hour), the estimated charge for the work is ₹ \_\_\_\_\_

User's Name (block letter): \_\_\_\_\_ Name of Supervisor \_\_\_\_\_

Dept./Centre \_\_\_\_\_ Lab Phone No. \_\_\_\_\_ Cell No: \_\_\_\_\_

Signature of HOD/HOC/Guide/PI/Prof.-in-Charge \_\_\_\_\_

Signature of the user \_\_\_\_\_

**Details of analysis Charges:**

The estimated charge for the work ₹ ..... (In words ... ..) has been deposited through †DD (Number ..... ) / †Cash payment in the IIT (ISM) Dhanbad Cash counter (Receipt No. .... ) on ..... (date) /

**OR**

To be debited from (**For internal users only: PDA/PDF/Project**): ... ..

† Please provide the original DD / CC of cash receipt along with this form.

Signature of the User /Faculty /Supervisor /PI

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Please allot time and complete the work.

Signature of the Laboratory In-Charge

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The above work has been done satisfactorily on \_\_\_\_\_ (Date) within \_\_\_\_\_ number/s of slot and generated data has been delivered to me.

Signature of the Operator \_\_\_\_\_

Signature of the user \_\_\_\_\_

## INFORMATION FOR USERS

The charges for the FESEM, EDAX, EBSD, STEM and CL as follows (**per hour long slot including sample preparation**) in ₹:

	FESEM Imaging (₹)	EDAX Point analysis (₹)	EDAX Mapping (₹)	EBSD# (per sample in ₹)	STEM# (₹)	CL# (₹)
For users of IIT (ISM)	750	750	750	1000	1000	1000
For outside R&D* and Academics	1250	1250	1250	3000	3000	3000
For Industry*	3500	3500	3500	5000	5000	5000

[No TAX is required for user of IIT (ISM)]

\*The charges are excluding GST.

#For EBSD and STEM, sample must be prepared by the user.

### Booking Rules for FE-SEM

- 1) The microscope is available for booking every week as follows: Total 10 halves/sessions in 5 working days (Monday - Friday). Each session is for three hours or 3 slots (including sample mounting, sample insertion, venting and data collection time). At best 5 to 6 samples can be inserted in the SEM in each slot.
- 2) Magnetic samples may declare properly.
- 3) Samples require C/Au/Pt coating must be mentioned in the booking form clearly.
- 4) Moisture within the sample is not allowed for study. Hydrated samples must be dried properly before run.
- 5) Deadline for submission of slot booking forms is Thursday (up to 3 PM) of the previous week.
- 6) Allotment of slot will be notified at 4 PM on the next day (i.e. Friday).
- 7) One can get a maximum of 2 consecutive slots at a time (approximately two hours). Users who could not obtain a booking in the preceding fortnight will be given preference.
- 8) All payment must be made prior to booking of the slot and true copy of the payment slip (for deposit in IIT (ISM) cash counter in the head of **CRF-FESEM**) or original DD [must be drawn in favour of **Registrar, IIT (ISM)**] must be provided with booking form.
- 9) All forms must be forwarded through the concerned HOD, HOC, PI, Guide or Prof.-in-Charge etc. and to be submitted in the FESEM Laboratory.
- 10) In case of power shut down or unforeseen disturbances, any unutilized slot will be subsequently compensated for in the next round of booking.
- 11) All users should inform composition and sample details to the operator and leave a copy of the photographs/results in the laboratory for internal records (log book).
- 12) Generated data will be provided to the user only through the new unused blank CD. No request will be entertain for providing generated data by e-mail, pen drive, external hard disk or any other means. Thus user may bring a new CD for collection of their data.
- 13) All users are sincerely requested to inform the laboratory if any of the results obtained from FE-SEM receive special recognition (publication, award, journal-cover-page, special citation etc.) and leave a copy of their reprint, photograph or award copy with the FE-SEM lab for internal documentation.