

## Changing the Probe Station Tungsten Probe Needles - SOP

1. Locate the small Allen key in the small bag on the bottom of the leftmost cabinet above the probe station.
2. Obtain a new probe from the boxes with pink foam. The new probes are aligned and orthogonal to the hinges of the case.
3. Ensuring that the probe is raised enough not to contact any other parts of the probe station, move the magnetic base to a clean working area.
4. Unscrew the long probe arm from the magnetic base.
5. Use the Allen key to loosen (but not completely remove) the set screw at the tip closest to the probe.
6. Remove the old probe and place it in the foam of the probe case orthogonal to the direction of the new probes.
7. Carefully place the new probe into the long probe arm ensuring that the side with the tip of the needle has enough room to contact samples.
8. Carefully tighten the set screw ensuring that the needle is secured.
9. Screw the long probe arm back into the magnetic base. Ensure that the probe needle tip is straight when the arm is secured.
10. Place the magnetic base back onto the probe station and use the probe station optical microscope to ensure that the new probe is straight.
11. Place the small Allen key back in the bag and put the bag back on the shelf.
12. Place the probe case back on the shelf.