

Requisition form

Serial No. _____

Date: _____

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

[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 ofhour/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

Please allot time and complete the work.

Signature of the Laboratory In-Charge

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.