

**Registration Form for the Use of FEI XL30 Environmental Scanning Electron Microscope**

User Name: \_\_\_\_\_ User ID: \_\_\_\_\_

Department: \_\_\_\_\_ Group: \_\_\_\_\_

Email Address: \_\_\_\_\_ Tel. number: \_\_\_\_\_

Sample Description: \_\_\_\_\_

\_\_\_\_\_

Are any samples composed of substrates having a maximum exposure limit (MEL)? [*Please refer to the COSHH regulations*] Are any of them carcinogens, or are they toxic to reproduction? Are they nano materials? Are you unsure if it is harmful?

YES

NO

If YES, please specify: \_\_\_\_\_

\_\_\_\_\_

**I have read and understand the rules (page 2).**

Date: \_\_\_\_\_ User Signature: \_\_\_\_\_

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Supervisor's Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
(required): \_\_\_\_\_

Email Address: \_\_\_\_\_ Tel. number: \_\_\_\_\_

Physics Dept only: RG number: \_\_\_\_\_ Max. Amount: \_\_\_\_\_

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*For billing if you are outside the Physics Department*

Department to charge: \_\_\_\_\_ Group: \_\_\_\_\_

Billing contact: \_\_\_\_\_

Contact's email: \_\_\_\_\_ Tel. Number: \_\_\_\_\_

If applicable: Purchase Order number: \_\_\_\_\_ Max. Amount: \_\_\_\_\_

**Registration Form for the Use of FEI XL30 Environmental Scanning Electron Microscope**

**Rules and Terms:**

1. In order to use the FEI XL30 ESEM microscope without supervision the user needs to have successfully completed the training on the XL30 ESEM.
2. All users are required to fill out a Risk Assessment form before working on the microscope.
3. Regular facility hours are between 9AM to 5PM. To use the XL30 ESEM microscope outside regular hours, the user needs the approval of the ESEM chief technician or EM facility manager.
4. If a user does not show up within 15 minutes of the booked time, the facility staff reserves the right to assign an alternative user to the microscope. In addition, the user may be billed for the time booked, unless the user has a very good excuse.
5. Online booking is available via our webpage: <http://www.emsuite.phy.cam.ac.uk>

**Trained Users:**

6. Please treat the electron microscope with the necessary care; otherwise the user may lose the privilege to work on the microscope. Special attention is required for following points:
  - a. Use the SEM CCD camera, when you close the door of the sample chamber, to avoid crashing the sample holder into the SEM pole piece.
  - b. Before log-off, please make sure that the ESEM is in high vacuum mode and the microscope menu says "Vac OK".
7. Please try to minimize contamination of the ESEM chamber and column. Do not touch any parts inside the sample chamber, including the sample holder, with your bare fingers. Use nitrile gloves, which are provided.
8. Do not be afraid to report problems or mistakes. Do not try to fix them. Please contact

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**Costs:**

£40/hour