Facility Use Policies
Argast Family Imaging and Analysis Lab (AFIAL) at IPFW

General
Contact Anne Argast at SEMLab@IPFW.edu to negotiate a time to work on the equipment. Once a time is determined you will need to submit the Schedule and Reporting Form to SEMLab@IPFW.edu. This will require your billing information.

Off-campus users will also need to provide a signed Technical Assistance Agreement (TAA) before work can begin.

Inappropriate samples (including hazardous materials, loosely mounted grains and samples with wet solvents or cements) may not be introduced to the specimen chamber.

Do not touch any part of the chamber interior with your unprotected hand.

Users should not think they understand procedures until they have been trained and cleared for a specific operation. Prior experience with SEM and other lab work does not substitute for recent experience with equipment in the lab. Please do ONLY what you have been approved to do. Sloppy execution of routine operations and thinking you already know what to do are the biggest causes of damage to equipment.

Any questions can be directed to Anne Argast at SEMLAB@ipfw.edu.

Policy on unassisted use of equipment.
You are encouraged to perform your own analyses.

Nobody shall use any equipment unassisted without first being trained and checked out by the Lab Director of AFIAL. Under no circumstances shall a User train or instruct another User, regardless of their experience. The AFIAL director has the final say as to whether a User is allowed unassisted access to a specific instrument.

When finished, instrumentation should be left clean and in a standard configuration. Please notify Anne Argast if you find anything wrong with an AFIAL instrument. Do not attempt to repair it yourself. Each major instrument has a log book. If something unusual happens, however small, please write down the details and take note what you were doing at the time of the unusual event.
Who Can Use the Lab?
AFIAL welcomes members of the university community, other non-profit and for-profit organizations. A price sheet is published on our web site.

 Appropriately trained and supervised students may use the equipment. Students must be sponsored by a faculty member who will be responsible for all charges and damages. Students may not use the equipment when the faculty sponsor, or other qualified user specifically approved on each occasion by the lab director, is not available somewhere in the building.

Arranging For Time
New and Experienced users should sign-up for time by sending an email to SEMLAB@ipfw.edu. The Schedule and Reporting Form and the Technical Assistance Form are available on the web.

Publications and Acknowledgement
Co-authorship of papers may be appropriate when AFIAL staff provide significant input to a final research outcome. If not co-authorship, a personal acknowledgment is usually appropriate.

Reduced rates are available for papers published with an AFIAL staff co-authorship.

All publications and presentations using work derived from the lab MUST contain the following statement:

“Parts of this work were carried out in the Argast Family Instrumentation and Analysis Lab at IPFW.”

Upon publication (any form of publication including journal articles, proceeding, poster and oral presentation) whether local, national or international, the title of the paper/presentation, name of authors, name of the publisher and name of the funding agency need to be emailed to SEMlab@IPFW.edu. Non-profit rates may be denied to any user who fails to follow this directive.

Samples
AFIAL does not have the capability of storing your samples. Please remove them when finished for the day. Items left in the lab may be destroyed.

Available equipment
Hitachi S-3400 Scanning Electron Microscope
Oxford X-Max 80 EDS with Software including Automate, Montage and Feature
Oxford INCA Wave WDS (4 crystals)
Siemens D500 X-Ray Diffractometer with Jade 10 software
Siemens S3000 WDXRF (sequential)
Quorum Q150T ES Gold/Carbon Turbo Coater
Buehler Automet 250/Ecomet 250 Grinder/Polisher
Safety
Different equipment has different safety requirements. In general:

1. All standard safety rules for chemical and electrical laboratories must be observed at all times.
2. No smoking and no food is permitted in the laboratory. The laboratory must be kept clean at all times.