Laboratory Specific Training (characterization facility lab rooms)

All Users of the IMSE must have completed the University's Environmental Health & Safety - Annual Regulatory Compliance and Safety Training. The University's Environmental Health & Safety web site is http://www.ehs.wustl.edu; email is ehs@wustl.edu; phone number is (314) 362-6816.

The user is required to understand IMSE lab policies and follow the protocols.

I. Dress code
   A. Shorts, skirts and open toed shoes are prohibited.

II. Individuals in laboratories
   A. Eating, drinking, gum chewing, or other such activities are not allowed in the lab rooms.
   B. Conduct yourself in a responsible manner at all times in the lab room.

III. Materials
   A. Biologically active, radioactive and hazardous materials are prohibited in the IMSE lab rooms.
   B. It is required to follow EHS procedure for waste and unwanted material disposal.
   C. If the user is in doubt if a material is prohibited, they are required to consult with IMSE staff before bringing that material into the lab.
   D. Storage of material in the IMSE labs must be approved by the IMSE staff. Unattended material is subject to be discarded as unwanted material.

IV. Use of IMSE Central Facility Instruments
   A. Only IMSE users that have an IMSE License to operate a specific instrument can operate that instrument.
   B. Always follow the operation and safety instructions detailed in the user manual for the instrument.
   C. Do not repair or modify equipment including defeat of safety interlocks.
   D. Do not remove any protective lead-shielding panels from electron beam instruments.

V. Use of Cryogenic Liquids
   A. Always wear appropriate personal protection equipment.

VI. Use of a Chemical Fume Hood
   A. The fume hood should not be used as a storage area for chemicals or equipment.
   B. All containers must be capped when not in use. Evaporation of chemicals is prohibited.
   C. Work at least 6” inside the hood. For vertical hood, with a hood sash opening less than 14”.
   D. Never allow your head to enter the plane of the hood opening. For example, for vertical rising sashes, keep the sash below your face; for horizontal sliding sashes, keep the sash positioned in front of you and work around the side of the sash.

Signature:__________________________________________ Date:______________

Printed Name:________________________________________________________________________
General IMSE User Policies – additional policies can be found in the user manuals for each instrument.

1. The IMSE user facility is open to use by any member of the Washington University faculty, their students, and their research staff. Charges and subsidies are outlined in the FY’19 User Fee Schedule.

2. Initial user training, or advanced training or technical assistance is fully subsidized up to the limit specified in the FY’19 User Fee Schedule.

3. Damage incurred due to deviations from standard procedures may result in additional charges. It is the responsibility of the IMSE User to know and understand the user policies for any instrument they have a license to operate.

4. The cost of entering the cleanroom is fully subsidized, however users will be charged for all consumables and for access to individual instruments.

5. All fully subsidized limits are per PI. If users in a PI’s group exceed these limits, access will be granted at the IMSE WUSTL Internal User Rate, which is partially subsidized.

6. Users who fail to use an instrument during a time when it has been reserved will be charged at the IMSE WUSTL Internal User Rate. Reservations must be canceled at least 12 hours before the start of the session to avoid this charge. The IMSE technical staff has full discretion to determine whether reserved equipment is being underutilized by a user.

7. Users and Advanced Operators can reserve up to 4.5 hrs (prime time) and Advanced Operators can reserve up to an additional 8 hrs (off hours) of pending time (i.e., future events) The pending hours may be distributed over any number of individual sessions. Reservations may be made up to two weeks in advance. Reservations during prime hours (8:00a – 5:00p, M-F) are limited to a maximum of 4.5 hours, unless permission has been granted by IMSE technical staff.

8. IMSE Users must have an active (i.e., non-expired) IMSE User Agreement (and a license, see below) to operate any instruments or to enter the cleanroom, have passed the Washington University Environmental Health & Safety, completed the Laboratory Specific Safety training for the specific equipment and have set up their account on iLab. Further, IMSE Users can operate a particular IMSE instrument only after receiving a license for that instrument by demonstrating proficiency in operation of said instrument. Maintaining a valid license to operate a particular instrument is contingent on compliance with the established user policies for said instrument. All licenses expire one year after the last use of the instrument.

9. Users who fail to properly log their equipment use with beginning and ending times will be billed for 8 hours of prime-time equipment use per incident.