

Hamamatsu Instrumental Analysis Center's user briefing 2024

1. Registration of the laboratory and users

- Lab registration is required for each lab. Please submit the registration form each academic year from the faculty member. If this is not submitted, the laboratory name will not be displayed on the reservation system.
- The user registration by the individual user is required. This registration adds you as a member of the laboratory and allows you to open the doors of the instrument analysis rooms using your student ID card (staff ID card). This registration is required when a new user starts using the center or when the student ID card is changed.

2. Use the instruments

- Please use the instruments not as a customer, but as a member who uses the shared instruments.
- The use of the instruments is permitted based on user responsibility and faculty approval.
- Instruments should be used only after adequate training. Use of equipment without training is prohibited even if you have the instruction manuals.
- Training of users by other laboratories is not permitted in order to clarify responsibilities.
- If you try first use without technical guidance by a center faculty or staff member, please indicate who gives you the technical guidance in the remarks column of booking window. When we find the first-time users without a request for technical guidance and information who gives the technical guidance, we will delete the book without notice.
- The user and his/her laboratory must owe the costs of inspection and repair when the user cause any malfunction or failure by intent or gross negligence.
- Don't use the instrument without training even if you has used similar or same equipment in any laboratory or at another institution.
- Don't learn how to use the instruments from half-way users. Similarly, don't teach how to use if you have only poor experience and poor knowledge.
- When user violate above prohibitions, the user or his/her laboratory may be disallowed from further use for a definite or indefinite period of time.

3. Booking of the instruments

- Please make a reservation through the reservation system before using the instrument. Use of the instrument without a reservation is prohibited.

- The reservation system allows you to reserve equipment at least two days in advance, excluding weekends and holidays, but not more than two weeks in advance.
- When making a reservation, please use the name of the true user. Don't lend the name.
- Each instrument has an unit time. We will not accept any modification even if you finish your work quickly.
- If you wish to make a same-day or next-day reservation that cannot be made through the reservation system, please contact the center office verbally, by phone, or by e-mail.
- If you need to use the instrument at a certain time on a certain day for joint research, lectures, etc., please contact the center.
- In-situ FE-SEM, Analytical FE-SEM, powder XRD, and Raman are not allowed to be used continuously for 8 hours during the day to increase the opportunities to use the equipment.
- Gold sputtering, platinum sputtering, confocal laser microscopes, and 3D shape measuring machines may be used without a reservation. However, if a user with a reservation and a user without a reservation are overlapped, the user with a reservation will have priority.
- Some devices require individual licenses. Please contact the center office for more information.
- Charge for the use of equipment will be based on the records on the reservation system.
- Basically, cancellation of reservations is not permitted.
- Exceptions will be made for unavoidable reasons such as illness, accident, injury, sudden job hunting, failure to prepare a specimens, or wrong device to be reserved.
- Cancellation after the start time will not be accepted for any reason.

4. Overtime use

- Overtime use will be permitted on the condition that the student has used the instrument a sufficient number of times and has experience using the instrument, and that the student has the approval of the faculty advisor. If it has been a long time (approximately 3 months or more) since your last use, you will not be permitted regardless of the number of times you have used the instrument or your experience.
- If you wish to use the instrument after hours, please submit a request using the overtime use request form in the reservation system and confirm that you have received permission from the center before using the instrument. Verbal requests for overtime use will not be accepted because we cannot confirm the consent by the faculty advisor.
- Permission for overtime use will only be granted during our office time (9:00-17:00 on weekdays, Monday through Friday). Therefore, applications submitted after Friday evening or on Saturdays, Sundays, or holidays will not be processed.

- Any use without permission of overtime use will be treated as unauthorized use.
- If the user with poor skill or poor experiences must use the instrument after hours, ask a user in your laboratory to perform the measurement. In such cases, the responsibility rests with the user who will perform the measurement on behalf of the user. Please do not lend the name only.

5. Cautions

5-1. Manner

- Regardless of your intention to eat or drink, bringing food and beverages into the measurement room is strictly prohibited.
- The condition of the equipment and the position of the fixtures should be restored to the condition before the start of use.
- Please take all waste back to your lab and dispose of it according to lab rules.
- Please turn off the lights frequently when the instrument analysis room is unoccupied, even during the daytime. Please cooperate in saving electricity.
- Don't change the setting of the air conditioners. The air conditioners are not for the human, but for instruments.

5-2. Safety for users

- Eating and drinking are strictly prohibited in the measurement room.
- It is prohibited to use the equipment while listening to music, etc. with earphones, headphones, etc. Be aware of the device operation sounds and alarms of surrounding devices during the measurement. If you need hearing aids, please contact the center office from your supervisor in advance of use.
- If you find any alarms, strange noises, malfunctions, or lack of consumables in the equipment, please contact the center office regardless of whether you are using the equipment or not.

5-3. Safety for instruments

- Changing equipment parameters that affect other users is prohibited. If necessary, please consult the person in charge of the equipment on a case-by-case basis. In addition, if you have changed the stored parameters, please restore them to their original state at the end of use.
- Equipment, fixtures, and consumables are strictly prohibited from being taken out of the Center. If you have no choice but to take out equipment for measurement reasons, please contact the center office or the person in charge of the equipment in advance "on a case-by-

case basis" before taking it out.

- To protect the device's PC from viruses, please use the provided CD-R when taking data out of the device.

- If the data volume is too large to fit on a CD-R, the Center office will lend you a pre-formatted USB memory stick. Please contact the Center Office if necessary.

- We do not prohibit leaving data in the equipment, but we do not provide protection such as manual backups as a center. Necessary and important data should be properly managed by individuals or laboratories.