

Hamamatsu Instrumental Analysis Center's User Briefing 2024

General Rules for Using shared instruments

Please understand that you are not just a customer, but a co-user who is also responsible for the maintenance and management of the instruments.

You use the instruments by your responsibility and approval by your supervisor. So, if you cause serious trouble, you and your supervisor are responsible for the trouble

Flow of the use of the instruments

① lab registration and user registration



② Booking



③ get training
(get license)



④ use the instruments



⑤ overtime use

Lab registration and User registration

Until now

Lab registration : submitted once a year by faculty

User registration : Lab could freely add/delete the members

From this spring

Lab registration : submitted once a year by faculty

User registration : Only center can add/delete the members
by the application from the user

When you registered,

- ① You are registered as a member of your lab on the reservation system
- ② You can open the door of the instruments room

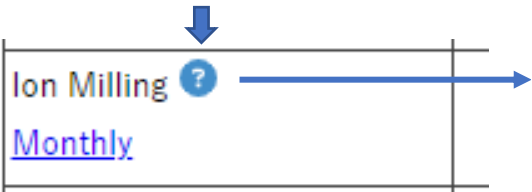
User registration

- **If you wish to register as a user, please submit the registration form to the center office.**
- **Registration is required annually.**
- **Registration forms will be distributed through faculty in the next week or so.**

Booking (1/4)

- Please use our booking system on the web
Verbal requests will not be accepted
- Reservations can be made at least 2 days in advance, but no more than 14 days in advance.
 - Unit time (1, 2, 4, 8 hours) is fixed for each device .
Even if you finish the measurement earlier, we will not correct the time.

Click this icon



Ion Milling ?

[Monthly](#)

You can see the Information about the instrument

Booking Unit	4 hours
Fee(yen/1 hour)	150
Fee(yen/unit time)	600
Maximum number of weekly bookings	4 hours × 4 slots

Unit time and the maximum number of booking in a week.

If you want to use the instruments beyond the maximum number of booking, please consult us.

- Please book by your own name. Don't book the instrument by other's name.
- If you will use the instruments with some users, please show all users in remarks column in booking window.

Booking (2/4)

- **On-situ FE-SEM, analytical FE-SEM, powder XRD, Raman are not able to use over 4 hours in a day. If you use them for long time, please use them afternoon zone and overtime zone.**
- **Pt-sputter, Au-sputter, laser confocal microscope, Shape measurement instrument are able to use without booking. However, If there is a conflict between a person with a reservation and a person without a reservation, the person with a reservation has priority.**
- **At this time, STEM, XPS, analytical FE-SM, On-situ FE-SEM request the license. Please ask the person of charge for the details of the license.**

Booking (3/4)

- **You can not book for today and tomorrow using booking system. If you want Please contact us by e-mail, phone, verbally. We enter your booking .**
- **If you have a reason for wanting to use the instruments on a particular day or time for lectures, joint research, etc., please consult with the center office.**
- **Fees are calculated based on the records on the reservation system.**

Booking (4/4)

- **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.**
For example) If the booking as 9:00-13:00, you cannot cancel at 10:00.

Get the training (technical guidance) 1/2

- **Instruments should be used only after adequate training. Use of equipment without training is prohibited even if you have the instruction manuals.**
- **You must receive training even if you have a manual or you use similar instrument in your laboratory or at another institution.**
- **To request technical guidance, please make your request verbally or through the technical guidance request form in the reservation system.**
- **Training of users by other laboratories is not permitted in order to clarify responsibilities.**

Get the taring (technical guidance) 2/2

- 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
- 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.

技術指導	<input checked="" type="radio"/> 不要 <input type="radio"/> 必要
Remarks	This textarea is not used for discussion with staff. If you need to disucuss with staff, contact by e-mail or telephone directly.

← Please show the person who teach you
In this column.

Overtime use (1/2)

- To use the instruments outside 9:00-17:00 on weekdays, you must apply for overtime use and get the approve from the center .
- Overtime use will be permitted under 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 your faculty advisor.

Overtime use (2/2)

- **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.**
- **Overtime use without permission is prohibited.**
- **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.**

Other cautions (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 air conditioner. The air conditioner is not for the human, but for instruments.**

Other caution

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.**

Other caution (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.**

Other caution (Safety for instruments)

- **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.**