

USER AGREEMENT

The Micro Nano Characterization Facility (MNCF) is a multi-user facility serving the needs of students, staff, faculty, INUP participants, Startups and industrial users. The MNCF houses many expensive pieces of sensitive equipment. It also uses high voltages, Lasers, many chemicals and compressed gases, which pose a significant hazard if handled incorrectly.

All users of the MNCF are expected to go through the protocols, procedures and guidelines given below and detailed in various documents posted on the MNCF website, the information resource of the Centre. It is impossible, however, to define a policy or a rule for every conceivable situation. Under these circumstances, the users are expected to act in a professional manner displaying courtesy and respect to the staff members of MNCF and to other users and to exercise discipline to enable smooth and safe functioning of the facility.

User Guidelines

1. Essential documents

Please read all reference documents listed below. Please note that these documents change from time to time, and the users are required to keep themselves aware of the changes in consultation with the Technologists in the MNCF. Note that each piece of equipment in the MNCF has an “owner” who is the MNCF staff.

- a. MNCF General Protocols
- b. MNCF Safety Protocols
- c. Emergency Evacuation Procedure
- d. Equipment Rules and Regulations applicable to the equipment. Trained independent users are expected to go through the redfiles and equipment manuals in addition to the operating procedures in order to be able to handle the equipment in the absence of Technologists.
- e. When you are not sure of anything connected with using any equipment/facility in the MNCF, consult the MNCF staff before proceeding further.

2. Responsibility

- a. Each user is responsible for the equipment and the facilities he/she uses.
- b. Do not use any equipment without first reserving it with the online scheduler.
- c. Report to the MNCF staff if you find equipment/its accessories were left in inappropriate condition by the previous user. Report any missing accessories or malfunctioning of equipment. Do not try to repair or change other than user settings without checking with the equipment owner.
- d. Leave all equipment in the same condition as when you began work or in a better condition. Fill out the log book after use.
- e. Report any potential safety hazards to the MNCF staff.
- f. A user *may not* carry out work in MNCF on behalf of anyone else without obtaining prior permission from MNCF staff to do so.

3. Accountability

Violations of MNCF protocol and procedures will result in penalty points and restricted access and privileges. A brief list of common violations is given in Annexure 1 to this agreement. Please note that this list is only indicative and all violations will attract punitive measures even if not listed here.

The disciplinary measures that will be applied are shown in the following table. MNCF management reserves the right to change or impose additional penalties from time to time.

Cumulative penalty points	Disciplinary action
>=30 points	1 week suspension
>60 points	2 week suspension
>90 points	3 week suspension
>100 points	Barred from access to MNCF

Any user who has accumulated 100 penalty points and is barred from access to MNCF will be referred to MNCF committee, which will decide on the future course of action in each case.

4. Billing and Payment

MNCF is a paid usage facility. Bills for the previous month's usage will be sent by the 15th of every month. It is the responsibility of the Supervisor to make sure that the bills are signed and returned to the appropriate authority after verifying the authenticity of the billing account. Pending bills of more than two months will automatically lead to the suspension of the tool booking account of all the users under the Supervisor.

By signing below, the user/Supervisor of the user warrants that they have read, understands and agrees to abide by the usage rules and safety provisions of the Centre. While the users will be made aware of the general safety and in the operation of the particular equipment required for their work, the users assume primary responsibility for their personal safety. CeNSE assumes no liability for any injury or illness suffered by the users during the course of their work at the MNCF. The user undertakes to operate all equipment and tools in a safe and professional manner, consistent with the operating instructions and MNCF rules. The user understands that they will be held responsible for any damage caused if they fail to follow proper procedures.

The user agrees to acknowledge MNCF in all publications, presentations or any other form of technical documents based on work done partially or fully at the MNCF.

The text for the acknowledgement is "We acknowledge support from CeNSE facilities funded by MHRD, MeitY and DST Nano Mission "

User's signature:

Supervisor's signature:

Name:

Name:

Designation:

Department:

Department:

Email ID and phone:

Email ID and Phone:

Debit code to be used for payment:

ANNEXURE 1

Violations that attract 15 penalty points

1. Not following the lab entry procedures (Wearing open-toed shoes, not wearing shoe cover)
2. Carrying prohibited personal belongings (food, drinks etc.)
3. Doing personal work or browsing the net using equipment interfaced PC
4. Playing games or watching movies inside MNCF
5. More than 30% cancellation of slots 24hrs before the start time in a month
6. Use of equipment without reservation
7. Failure to log on and log off in FOM
8. Not showing up for a booked slot without prior intimation to the equipment owner
9. Failure to report instrument problems through FOM
10. Failure to clean workspace after your slot
11. Bringing people inside MNCF without prior permission
12. Keeping his/her desiccators(s) inside MNCF for more than two days
13. Submitting of samples to the concerned FT(s)/SFT(s) for analysis by an independent user
14. Holding MNCF property for a period beyond what was allowed

Violations that attract 30 penalty points

1. Failure to follow Standard Operating Procedures (SOP) while using the equipment/ Not following the guidelines mentioned by the FT/SFT (will also lead to termination of independent access)
2. Carrying out work on behalf of others without obtaining permission
3. Failure to immediately respond to and /or report equipment problems, injuries or safety hazards
4. Dependent users booking slots using independent user's id-both will get 30 points each
5. Borrowing MNCF property without prior permission/approval.
6. Keeping the door open

Violations that attract 100 penalty points

1. Using equipment, not trained on or authorised to use
2. Unauthorised removal /bringing of equipment or associated accessories/materials to or from the MNCF premises
3. Handling chemicals without using the recommended Personnel Protective Equipment (PPE)
4. Tampering with Biometric entry system or security cameras
5. Inappropriate tool usage leading to tool damage
6. Bringing visitors into the MNCF without permission (will also lead to immediate loss of biometric access)

❖ **Note: Repetition of the same mistake will attract double the penalty points**