Rev. 13/02/2024	**Materials Characterization Facility** **FT-IR Lab rules**	

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General rules:

- It is your responsibility to check the operating conditions of the instrument before starting your session.
- Read the manual of the instrument, as it may include instructions and/or notices about changes in the instrument, and fill out the logbook with legible writing.
- Report any malfunction immediately.
- **Take all your samples with you at the end of your session**. Specimens left in the Lab may be discarded at any time.
- **Do not connect any** USB DEVICE to the PC of the instrument. Copy the data files to your personal folder (inside the "Z FOLDER" Z:\Nanobiotech\FTIR-MCF*Name Surname*) of the PC.
- Internet connection through the PC is **strictly limited to e-mail checking** (it is forbidden to download and open the attachment files).
- Remember to **close the OPUS program** and **sign out** from the computer at the end of your session.
- In the use of the FT-IR Vertex70v follow these rules:

  - Whenever any **error message** appears, stop your session and contact the Lab staff immediately;
  - Analysis of **liquid samples** is strictly forbidden. Please contact the Lab staff to request this type of analysis;
  - Clean the ATR crystal only with precision wipes and isopropanol.

- At the end of the day, Lab staff will check the condition of the ATR crystal (ZnSe or diamond). The users who have used the instrument on that day will be contacted in case of contamination or damage, together with the PIs of their group.

Booking policy on ILAB (FT-IR Vertex 70v)
(https://eu.ilabsolutions.com/service_center/3590/?tab=equipment)

Maximum number of allowed normal sessions* per week: 8
Maximum number of allowed normal sessions per day: 3
*Normal session duration: 1h

The Lab is open from 9.00 am to 5.00 pm. Access to the FT-IR Lab is allowed only until 5.00 pm.

Cancellation Policy

• If you want to cancel your session on the very same day:
- **First** cancel your session in the booking system (only if not already started) and then send an e-mail to *FTIRUsers@iit.it*;

• You can cancel your session until the day before the reservation without sending any e-mail.

If users are more than 15 min late for a booking, they must contact the laboratory manager, or the booking will be cancelled. Repeated lateness for bookings may result in the user losing access to the laboratory.