

POLICIES

Sensitive Instrument Facility

Responsibility

Group Leaders and Supervisors are responsible for their staff and students who use the facility and any costs incurred.

ACCESS

Hours

In accordance with Ames Laboratory's working hours, the Sensitive Instrument Facility is open Monday – Friday 8:00 AM to 5:00 PM and 7:30 AM to 4:00 PM for the summer. The facility is closed on all federal and university holidays. The equipment is available for use after hours. Users will be granted after-hours access on a case-by-case basis. Contact the Program Coordinator (sif@ameslab.gov) for more information.

After Hours Policy

After hours is anytime outside of normal business hours including weekends and holidays.

Those granted after-hours access must have an authorized buddy when using any hazardous materials or performing any work deemed hazardous in laboratory spaces. The buddy must be authorized to be on-site by SIF staff. Those who bring unauthorized individuals on-site may be barred from further SIF access.

Key Card Access

The doors of the building and the sample preparation laboratories will be locked at all times. All new users will be met at the front by SIF staff. The front door may not be propped open. Key card access for regular hours will be granted based on the completion of full instrument training. Each user will need to swipe when entering the building; holding the door open for multiple users is discouraged. Those granted after hours access will be given key card access to the building after normal business hours. Users will be granted after hours access on a case-by-case basis.

Visitors

Users are not allowed to bring anyone on-site without prior approval from the Program Coordinator. Visitors must be escorted by a designated SIF staff member at all times and may not operate any instrument or conduct any hands-on experiments.

Those who bring unauthorized individuals on-site may be barred from further SIF access. If someone is interested in visiting the SIF, please contact the Program Coordinator (sif@ameslab.gov).

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BUILDING

Billing

Instrument use is logged in the appropriate logbook. Users are charged based on usage time.

Scheduling

After completing all requisite training, new users will be granted access to the on-line equipment scheduler. The main instruments are reserved on a first-come first-serve basis. Users are to sign up for time through the web based scheduler. Reservations must be made in advance. The Program Coordinator (sif@ameslab.gov) must be notified immediately if any instrument reservation needs to be canceled or rescheduled.

Training

All users will need to be fully trained on each piece of equipment prior to independent use. Training cost includes instrument time plus the cost of labor.

Shop Rates

<https://sif.ameslab.gov/users/rates>