

AIM Lab, Maryland NanoCenter Specific Procedures for Phase 1 Operation

June 8, 2020

- (1) AIM Lab staff will control the working space and hours of use for the researchers in the AIM Lab at all times. Basically each microscope room only allows one user to operate the microscope in phase 1 except microprobe room which allows two persons. But users must pay attention to personal distance (6 ft.)
- (2) On-line reservation (scheduler) is suspended. Users will not be able to make his/her reservation on-line. Users may see the scheduler on-line (live), but any reservation for any instrument must go through AIM Lab staff.
- (3) AIM Lab will make all reservations in the Scheduler after a formal request. Please plan your research and submit your request as early as possible, at least 24 hours in advance (before proposed use).
- (4) Please send your request to Lab Director and the staff who normally responsible for that particular instrument. In your request, please indicate which instrument, what time, duration of time and whether you need a staff help.
- (5) The Lab Director and staff will review your request, and respond to you as soon as possible. The instrument time scheduled for you may not be the same time as you wish to have due to restricted access. Please plan your research and submit your request as early as possible, at least 24 hours in advance (before proposed use).
- (6) Reservations will be made with efforts to maintain user numbers at any given time for safe Occupancy.
- (7) No off-hours usage will be provided.
- (8) No individual training session will be offered during this period.
- (9) AIM Lab Staff will monitor users by direct observation or remotely when possible to ensure distancing requirements are in effect.
- (10) Appropriate health and safety measures must be in effect including hand sanitizing and social distance. A disinfecting alcohol bottle near the Lab entrance is provided for your convenience. Please sanitize your hand when you come in and leave the Lab.
- (11) Equipment used may be immediately cleaned and disinfected
- (12) Please contact Lab Director and Staff for any urgent or special needs.

Note the following:

- (1) The area/size/space of AIM Lab is relatively small; caution must be taken to avoid crowding. Researchers will be reminded of distancing requirements by AIM Lab Staff.
- (2) In general only one person will be permitted to use any one piece of instrument (electron microscope), computer, working bench including optical microscopes, sample preparation equipment or analytical equipment or other processing or analytical tool in the AIM Lab.

- (3) AIM Lab Staff will first warn researchers verbally when observing lack of social distancing or any other improper laboratory behavior.
- (4) A second verbal warning will be documented in occupancy log.
- (5) A third observation of distancing violation will result in researcher being removed from AIM Lab and loss of user privileges.
- (6) Re-admission to the AIM Lab may be permitted pending the review of violations with the researcher, the researchers PI and all of the AIM Lab Staff.