Rev. 19/09/2018	**Materials Characterization Facility** **X-ray Diffraction Lab rules**	

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Before reading these rules read the general ones

- It is your responsibility to check the operating conditions of the X-ray generator and diffractometer before starting your session.
- Read all signs posted on the instrument and logbook, as they may include instructions and/or notices about changes in the instrument.
- Report any malfunction immediately.
- Take all of your samples with you at the end of your session. Specimens left in the XRD Lab may be discarded at any time.
- **Do not connect** any USB DEVICE to the PC of the diffractometer. Copy the data files to your personal folder (inside the "Z FOLDER - XRD Lab" \\iitfsvwge005\nanobiotech\XRD Lab) of the PANalytical PC.
- Internet connection through the PANalytical PC is **strictly limited to e-mail checking** (it is forbidden to downloading and opening the attachment files).
- Remember to sign out from the "database" computer (the one used for the phase identification) at the end of your session.
- In the use of the PANalytical Empyrean diffractometer follow these rules:
  - before starting your XRD session, check the Tension and Current values**: 30 kV** and **10 mA**
  - the minimum starting angle allowed **2θ = 5°**
  - the maximum value allowed for the "Time per step (s)" **500 s**
  - whenever any **error message** appears, stop your session and contact the XRD Lab staff
  - fill always the logbooks with a legible writing.

Booking policy (PANalytical Empyrean)

Maximum number of allowed normal sessions* per week:	4
Maximum number of allowed normal sessions per day:	3
Maximum number of allowed overnight sessions** per week:	1

It is possible to book the sessions of following week only starting from **Friday afternoon at 14:00**

*Normal session:	1h
**Overnight session:	15h (the overnight session (from 17:00 to 09:00) is available only for automatic measurements, using the batch file. **Access to the XRD Lab is allowed only until 17:30.**

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 *XRDUsers@iit.it*;

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

In case you finish your session earlier and more than 15 minutes are still available, send an e-mail to the other users.

If users are more than 15 mins 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 privileges to the laboratory.

Date: Name and Signature for acceptance