

## **RULES FOR THE USE OF THE ICMM'S X-RAY DIFFRACTION FACILITY**

*The ICMM X-ray diffraction facility offers users the possibility of self-service use of some of the equipment located in laboratories 023-025.*

*The 'service' or even 'self-service' nature of the facilities does not preclude them from being considered as 'scientific laboratories'. Therefore, as a general rule, all users shall observe the safety standards and good practices that correspond to experimental work in a research laboratory in order to:*

- *ensure their own safety*
- *ensure the safety of other users, Service staff and the maintenance of the ICMM*
- *ensure the integrity and good condition of the instruments*
- *allow the development of its own research programs and those of other groups.*

*These considerations are of particular importance in the X-Ray Diffraction Service, as the equipment operates with ionising radiation and the integrity of its radiation safety systems must be preserved at all times.*

*For this reason, users must be extremely careful when handling the diffractometers, high-precision equipment in which the ICMM has invested heavily. ICMM scientists responsible for the work of users will also warn them of the need to strictly observe these rules and ensure that they receive adequate basic training in X-ray diffraction techniques.*

### **1. Who can use the Service's diffractometers?**

Only registered users may use the diffractometers. Registered users must have been instructed in the use of the instruments by the staff of the Service. Access to labs. 023-025 is therefore restricted to registered users only.

### **2. Who to contact in case of problems or queries?**

In case of problems or doubts, you should immediately contact Fátima Esteban (ext. 437 204), as technical staff or, in her absence, the scientist responsible for the Service (Felipe Gándara, 437 056). If it is not possible to locate them, as a last resource, the Security Guard, who will notify the Institute's managers. In particular, users are reminded that they are not authorised to:

- switch diffractometers or their X-ray generators on or off
- manipulate diffractometers with any tool,
- manipulate water cooling circuits,
- manipulate room temperature and ventilation controls

### **3. How is the measurement time booked?**

For powder diffractometers, via the diffractometer booking system that can be found at the link <https://rayosx.icmm.csic.es>, access to which will be enabled after training in their use. Please note that the charge for the use of equipment will be that corresponding to the reserved time, even if the actual measurement time is less. It is also reminded that cancellations are not possible once the reserved time has started.

#### **4. What does the reservation of measurement time entitle you to?**

To the use of the corresponding diffractometer during the booked time period. However, given the nature of the facility dedicated to experimental research, all users are expected to exercise good judgement and courtesy in the practical application of this rule, avoiding abusive situations, but exercising due flexibility to ensure the completeness of the experimental data sets. In particular, it is strictly forbidden to stop any ongoing measurement, or to remove any sample from another user without the explicit authorization of the user or the Service managers, even if the reserved time has been exceeded.

#### **5. What samples can be measured?**

In general, only those that, with good laboratory practices, do not put the integrity of people and equipment at risk. In case of doubt, users should contact the scientist responsible for the Service (Felipe Gándara) before taking samples to the Service's laboratory.

#### **6. What to do with the samples already measured?**

Users must collect their samples and leave the diffractometer clean and tidy after their measurements. It is strictly forbidden to throw samples (or other chemicals) into the bins, even those presumed to be inert.

#### **7. IT security**

It is prohibited to connect external devices or storage devices (e.g. USB) to the equipment control computers. Acquisition of results can be done through the ICMM network or through a mail program enabled for this purpose.

Madrid, 15<sup>th</sup> September 2023

The service manager

VºBº, The ICMM Director

Name and surname of the user:

I understand and accept the rules of use of the ICMM X-Ray Diffraction Service.

Date and Signature: