

TEM Booking protocol (Updated 17-06-202)

Single window protocol for internal samples

Step 1: Fill the requisition form (Annexure 1)

Step 2: Submit to the TEM Operator and get the **Token No.**

(TEM operator will get all required approval from In charge or co-incharge and update the slot online as per as the token no. Samples required 120 kV beamline may be clubbed together.)

Step 3: Next day check your allotted time slot online (link below) as per as the token no.

<https://calendar.google.com/calendar/embed?src=tem.inst%40gmail.com&ctz=Asia/Calcutta>

Time slots for 15 days interval will also be put up on TEM notice board.

General Guidelines:

1. Slots will be allotted for 15 days interval only and will be put up on TEM Notice board. (This is to ensure that the slots rotate among all faculty members and avoids longer queue)
2. Per faculty only **ONE** requisition form will be accepted. Next booking could be done after completing the previous slot.
3. Slot timings will be restricted to **3 hrs** only on all weekdays (10 am to 1 pm and 2 pm to 5 pm)
4. For **3 hrs of slot**, It is advisable to choose following options for sample numbers to be conducted-
 - A. **TEM Imaging - 3 samples**
 - B. **Imaging + HRTEM + ED -2 samples**
 - C. **Imaging + HRTEM + ED + Mapping - 1 sample**
5. It is advisable to submit TEM samples **ONE DAY PPRIOR** to the slot to ensure proper drying of the samples. In special cases where samples are degradable/fragile, grids could be submitted to the TEM operator at least 1 hr before the slot.
6. During regular hours in weekdays, TEM operators will conduct the measurements and all authorized users (students) will assist as per as their allotted slots.
7. **Authorized users** (students, faculty) can do their samples after regular hours by dropping notification (timing and sample details) to the **TEM WhatsApp group** and filling the register (**No-regular hours**) with the details of user, time in & out, sample information, sample numbers & remarks.
8. Samples required for Ph.D research work of the students affiliated to INST will only be considered as **INTERNAL SAMPLES** and has to follow the above protocol. Any sample other than this category will be considered as **EXTERNAL SAMPLES** and follow the protocol for external users.
9. Requests/Suggestions/Complains could be posted to tem@inst.ac.in