

**R.I. Consortium for Nanoscience and Nanotechnology**  
**Microscope Fourier transform infrared spectrometer usage policy**

**A. Hours of Operation**

1. Monday to Friday from 9:00 am to 4:30 pm for supervised usage, 24/7 for independent users. All appointments are listed on our [reservation calendar](#).

**B. Specimen Preparation**

1. FTIR microscope enables the analysis of liquid and solid specimens. Strongly colored specimens, or specimens that present fluorescence, might be challenging to analyze. Consult with the instrument manager about best specimen preparation methods.
2. Due to the complexity of IR spectrum interpretation, it is a requirement that the **user performs a literature or database search for the compounds of interest prior to their FTIR imaging session.**

**C. Training**

1. New users must contact the instrument manager reserved by emailing [engimg@etal.uri.edu](mailto:engimg@etal.uri.edu) with a brief description of the type of work to be performed and approximate time frame.
2. New users will be asked to complete and submit a "User Registration Form".
3. Users must contact the manager to schedule training prior to analyzing their specimens. Participation in FTIR theory training, or demonstration of equivalent knowledge through other courses and/or quiz completion, is a prerequisite for getting the hands-on training on the FTIR microscope. Details will be provided during initial contact with instrument manager.
4. All practical training sessions are one-on-one. Training will be ongoing and will be provided during scheduled time. **Users cannot use new modes of operation for which they have not been trained.**
5. Instrument manager will train in all steps from sample preparation to data analysis. **Data interpretation is specimen-dependent and the responsibility will be on the user.** The manager will be available to assist.
6. Beginner users will become advanced users after the manager has deemed that users are sufficiently trained to work independently. Advanced users will prepare samples, operate the instrument and process and interpret data. The manager will be available to assist.

**D. Instrument Usage**

1. The instrument must be reserved by emailing [engimg@etal.uri.edu](mailto:engimg@etal.uri.edu) **after consulting availability** on the [reservation calendar](#).
2. The minimum facility usage charge will be 0.5 hour. Click here to view [user rates](#).
3. It is recommended that users schedule at least 1.0 hrs.
4. Only the time actually required for data acquisition will be charged.
5. *Users in training* will be charged for sample preparation and microscope time. However, *advanced users* will be charged only for microscope time.
6. The charge for CRM training, which includes specimen preparation, alignment, and imaging, is the same as the hourly facility usage charge.
7. The user will respect the instruction on the corresponding standard operating protocol, available as a hard copy in the facility, and the directions given to them by the instrument manager during training and subsequent usage.
8. The instrument manager will revoke user rights in case of instrument misuse.

9. The **hours must be logged in** using the [web form](#) 24 h after instrument use, at the latest.
10. The **use of the facility must be acknowledged** in any publications by including the following text in the Acknowledgements section: *“The FTIR data was acquired at the RI Consortium for Nanoscience and Nanotechnology, a URI College of Engineering core facility partially funded by the National Science Foundation EPSCoR, Cooperative Agreement #OIA-1655221.”*

#### **E. Data Management**

1. All results (images, spectra, etc.) are stored in local hard drive. Users will be allowed to copy their files from the local PC **using a USB flash drive**. Data will not be stored indefinitely and it is the user’s responsibility to save their data in a timely manner.
2. We plan to offer cloud service via *Google Drive* in future.