Internal User Categories

Category A: This is a very experienced user, who can work in the facility at any time even in the absence of the person in charge. He can also train Category B and C users. Category A user could become a researcher or collaborating faculty of the Institute and/or an experienced research associate. He/She is appointed in this user category by the person in charge of the facility following an accreditation procedure.

Category B: This is a user who has been trained by the person in charge or category A user. He/she can operate the facility even in the absence of the person in charge or category A user. He/She is allowed to use the facility at the pre-arranged time that has been approved by the person-in-charge. He/She is appointed in this user category by the person in charge of the facility following an accreditation procedure.

Category C: This user can only use the facility at a pre-arranged time during business hours and **only** in the presence of the person in charge or a category A/B user.

General Policy of the Institute for the use of its facilities

Internal Users have priority in the use of FORTH/ICE-HT Service Research Facilities

For all academic users

Any publication, presentation, patent that is generated based on data acquired in the equipment facilities of the Institute should acknowledge the use of the facility. Failure of acknowledgment will lead to possible denial of access to the specific service facility. The Institute should be notified of any publications that are based on data acquired in its facilities and retains the right to crate a link with the service facility web page.

For non-academic users

The terms governing the publication and intellectual property of results generated from data acquired in the service facilties of FORTH/ICE-HT be agreed upon and laid out in the materials transfer agreement or collaboration contract to be signed between the user and the Institute.

Access Request Policy

Access to the Service Research Facilities for **ALL** categories of internal users is arranged only through the e-ticketing type web page. Service requests are forwarded to the person in charge of the facility and the administrative assistant of the services. Use of the facility will be decided by the person in charge and the user will be notified promptly.

Cancellation Policy

Cancellation of a reservation must be done **at least** 24 hours before the requested time. A charge for the use of the facility will be made to the designated account if the user does not cancel his/her reservation on time.

Use of the Facility Policy

- All chemicals and/or biohazards that will be used during a measurement session must be reported in the access request application and approved by the person-in-charge of the facility
- Use of other than the requested and authorized by the person-in-charge instruments/facilities is **strictly** prohibited
- Smoking, eating and drinking is **strictly** prohibited inside the facilities. Food and drinks should be left outside the laboratories during their use.
- The facilities must be left clean and in order on the completion of the experiment.
- The facilities must be left in working condition on the completion of the experiment. Any malfunctioning observed during the pre-arranged use of the facility time must be reported immediately to both the person-in-charge and the coordinator of the Service Research Facilities of the Institute. The predefined account of each application will be charged if there is evidence that the equipment malfunction was due to negligence on the part of the user.
- Instrument maintenance can be carried out by authorized personnel **only** after approval and **always** in the presence of the person in charge.
- Any data generated by the use of the facilities should be kept on the computer of the equipment with a clear notification of the user, associated project and date of acquisition. This data can be copied to a portable memory, but **cannot** be deleted from the computer.